

# **APERS**

an AASIS Training Guide

Steps For Reconciliation of the

Arkansas

Public

**E**mployee

Retirement

System Report



#### **Version Control Sheet**

Course: APERS – Arkansas Public Employee Retirement System

• Courseware Items: Core Curriculum

Change Summary:

Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
1/2003	Courseware developed and published		1.0	All
11/19/03	Updated courseware	Added steps to research an employee's eligibility for enrollment in APERS	2.0	26-36
11/19/03	Added new demonstration	Process employer military matching payment	2.0	66-69
11/19/03	Added new demonstration	Process employer matching payment for prior fiscal year delinquent service	2.0	70-73
11/19/03	Added new demonstration	Process Employer Interest Payment	2.0	52-54
11/19/03	Added new demonstration	Enter Retirement Eligibility Date Infotype 0041	2.0	78-83



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- Course: APERS Arkansas Public Employee Retirement System
- Courseware Items: Core Curriculum
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Date	Change	Reason For Change	Updated Version	Pages Effected
11/19/03	Added new demonstration	Display Actual Cost Line Items of Agency's Cost Element for Retirement Expense(KSB1)	2.0	84-100
02/06/04	Updated to v2.0	System upgrade - Enterprise version	2.0	All
03/09/04	Updated to v2.1	Added additional instruction	2.1	6,7, 49 & 52
03/09/04	Updated to v2.1	Reorganized steps	2.1	5-9
03/09/04	Updated to v2.1	Added additional information	2.1	43 - 44
01/26/05	Updated to v2.5	Changed slides from 2 per pg to 1	2.5	All
04/07/05	Added new demonstration	Payroll B-Vendor Reconciliation Report	2.5	98-105
03/20/06	New demonstration	Retirement Eligible But Not Enrolled Employees Report	2.5	9-27



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## **COURSE DESCRIPTION**

Course Title: Arkansas Public Employee Retirement System

Report

Course Code: APERS

**Duration:** 1 Day **Hours:** 7 Hours

Audience: Agency/CLJ Employee Benefits Management; Agency/CLJ Employee Benefits Specialists, Agency HR/FI Posting Specialist, State Benefits Plan Administration, State Benefits Specialist, State HR/FI Posting Specialist, Agency Payroll Systems Management

## **Prerequisites:**

- Basic PC and Microsoft Windows skills
- AOBN AASIS Overview and Basic Navigation
- HRBEN Human Resource Benefits Administration



## **COURSE OBJECTIVES**

- Participants will successfully:
  - Understand the reconciliation process between APERS and AASIS
  - Reconcile with the APERS report
  - Generate various AASIS reports to calculate and determine reconciliation validity
  - Use PA20 (Display HR Master Data) transaction to research employee's eligibility
  - Use PA30 (Maintain HR Master Data) to process delinquent payments and/or interest payments of employer matching contributions



## 16 Step Process for APERS Reconciliation

Steps	Steps
Verify employees that are eligible and should be enrolled in APERS or ASPRS. (ZHRBEN_PARTELIG)	<b>9.</b> Agency Payroll Systems Management personnel must process the employer matching payment amount thru Additional Payments/Infotype 0015. <b>(PA30)</b>
2. If the eligible employee is not reflected on the report, write their name on the APERS report in red ink.	<b>10.</b> Verify employees that are enrolled in APERS but not eligible. <b>(ZDRP)</b>
<b>3.</b> Prepare and submit the APERS Delinquent Service and Contribution form.	<b>11.</b> If non-eligible employees are found, write your findings on the APERS form in red ink.
<b>4.</b> Agency Benefit Specialist personnel will need to enroll the employee into the appropriate Retirement Plan. (HRBEN0001)	<b>12.</b> Agency Benefit Specialist personnel should terminate participation of non-eligible employee. (HRBEN0014)
<b>5.</b> Agency Benefit Specialist personnel must enter the employee's retirement eligibility date thru Date Specification/Infotype 0041. <b>(PA30)</b>	<b>13.</b> Verify if payments were made on the employee to APERS for that reporting month. ( <b>ZPYR_BVEN_RPT</b> )
<b>6.</b> Agency Payroll Systems Management personnel must process an active employee's employer matching payment amount for delinquent service thru Additional Payments/Infotype 0015. <b>(PA30)</b>	14. Verify employee's earnings, contributions and service credit. (ZHR_RETI_RECON)
7. Agency's Payroll Systems Management personnel must process an active employee's employer interest payment amount for delinquent service thru Additional Payment/Infotype 0015. (PA30)	<b>15.</b> For employee's not listed on the APERS report, write the employee's salary amount and service credit on the APERS report in red ink.
8. For employees returning from LWOP, prepare and submit the APERS Federal Veterans Re-employment Rights Military Service Credit form.	<b>16.</b> For employee's listed on the APERS report but are not eligible, verify overpayment and write findings on the APERS report in red ink.



# **Chapter 1**

Verify Retirement Eligibility and Enrollment



### THINGS TO KNOW

- This report will show employees who are eligible but are not currently enrolled into any retirement plan.
- To verify employees who are eligible and should be enrolled in APERS
   (Arkansas Public Employees Retirement System) or ASPRS (Arkansas State Police Retirement System), run the Retirement Enrolled and Eligible Employees Report (ZHRBEN\_PARTELIG).
- Before enrolling the employee, check the Work Contract field (Infotype 0001) to see if it is correct.
- On this report, employees with a X in the Retirement Indicator field are not eligible to be enrolled into the retirement plan. If the Second Program grouping field is not NOBN or GENB, you will need to verify the Work Contract field.



## THINGS TO KNOW

- To enroll the employee in the appropriate Retirement Plan using HRBEN0001 (Enrollment), contact your agency's Benefits Specialist.
- The employee's hire date is used to enroll in the appropriate Retirement Plan.
   The hire date must be within the current fiscal year.
- If the hire date extends beyond the current fiscal year, the agency must enroll the employee using the beginning date of the current fiscal year. This will cause a retro-calculation of the employer matching for that employee.
- The money will be sent to APERS for the employer matching due, from the beginning date of the current fiscal year. APERS will receive the money in the current pay period that the transaction was processed.
- The FI Payroll Posting Report Retirement Reconciliation will reflect the current employer matching amount and the employer matching amount from the retrocalculation.
- Prepare and submit the APERS Purchase of Delinquent Service and Contributions form to them.



#### **Demonstration**

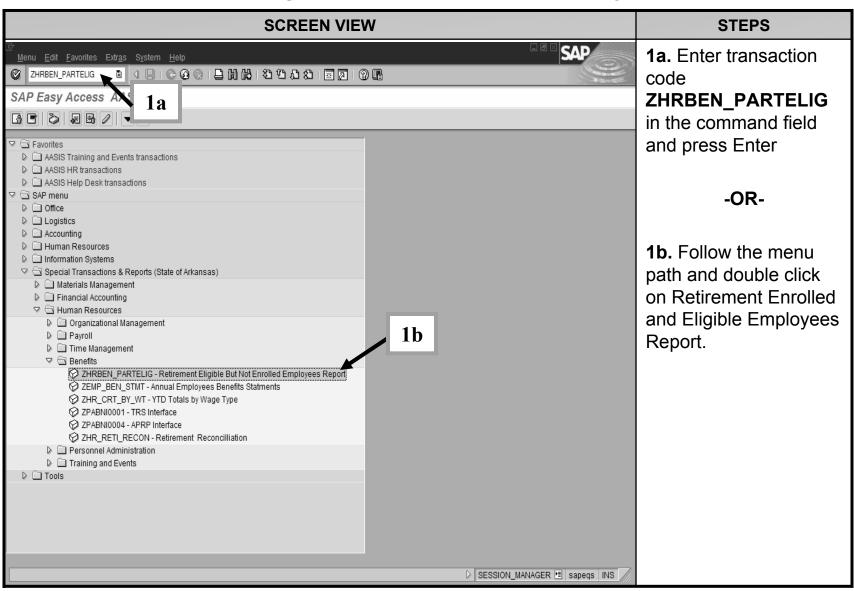
Retirement Eligible But Not Enrolled Employees Report

Special Transactions & Reports (State of Arkansas) >
Human Resources > Benefits >
Retirement Enrolled and Eligible Employees
(ZHRBEN\_PARTELIG)

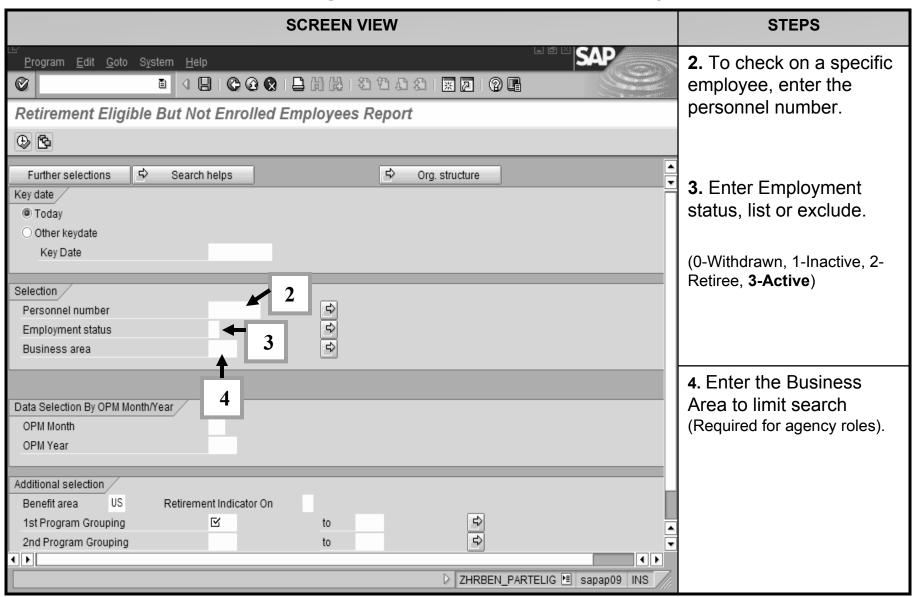
**Note:** The roles that have authorization to generate this report are Agency/CLJ Employee Benefits Management, Agency/CLJ Employee Benefits Specialist, Agency HR/FI Posting Specialist, State Benefits Plan Administration, State Benefits Specialist, or State HR/FI Posting Specialist.



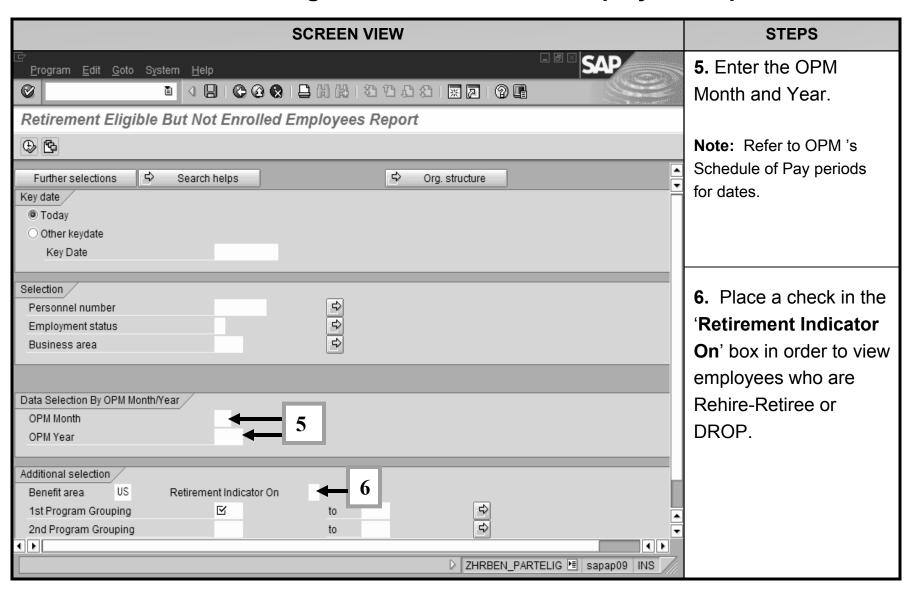




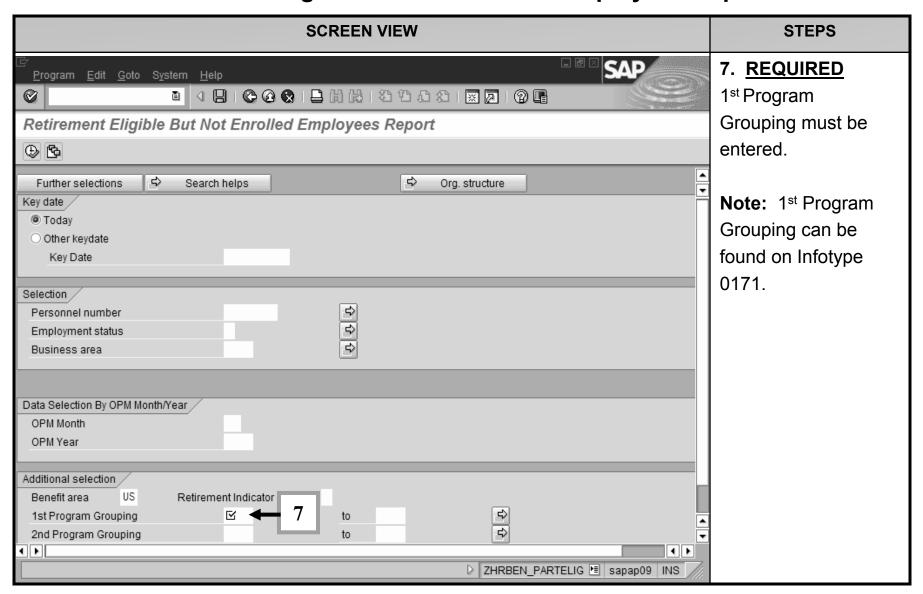




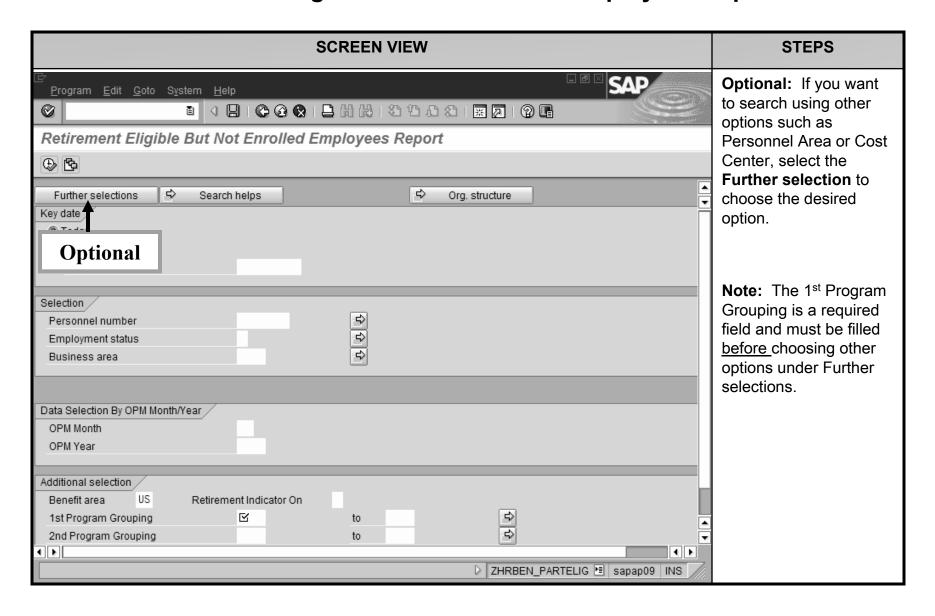






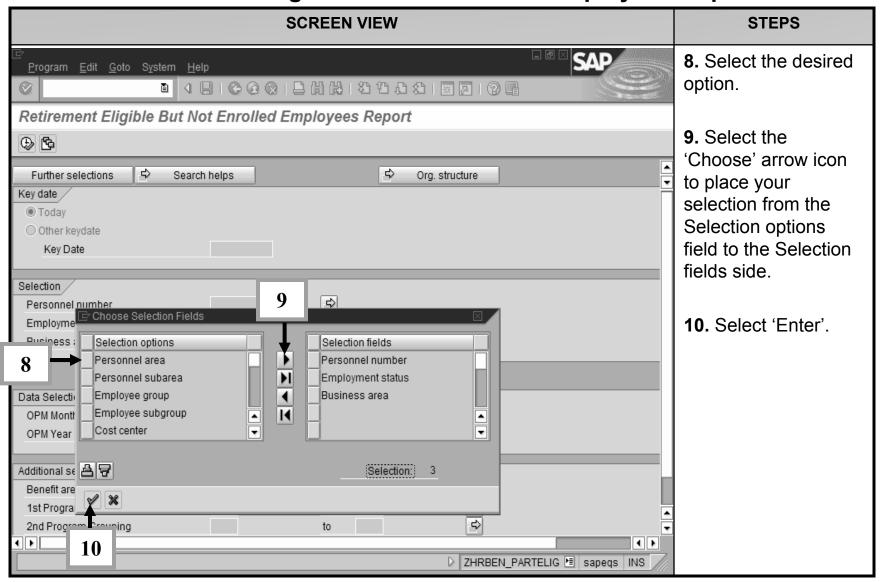




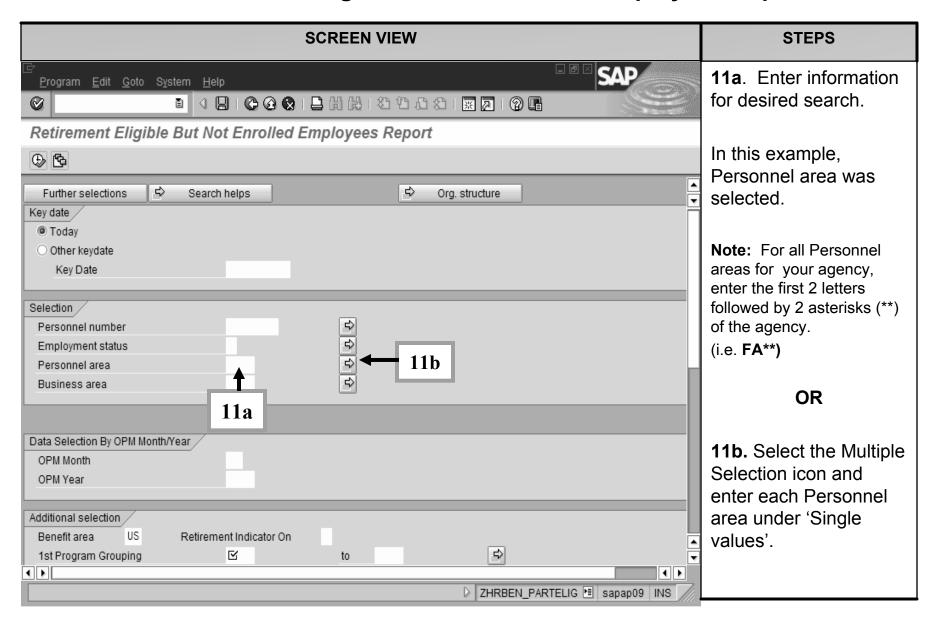


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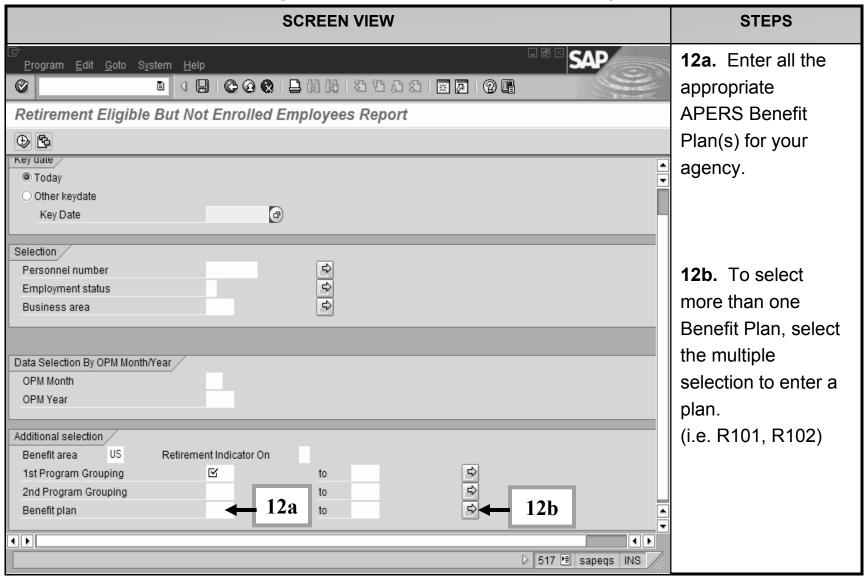




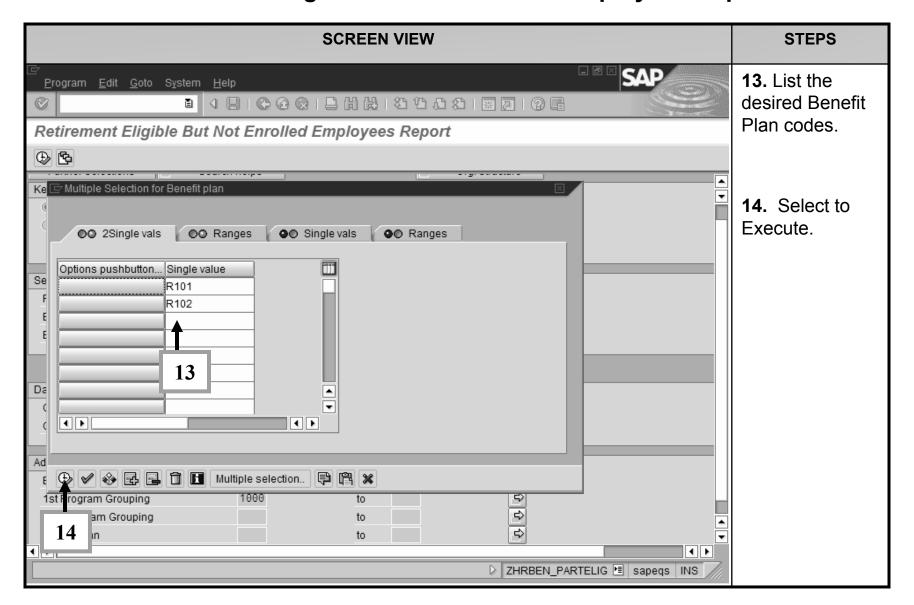




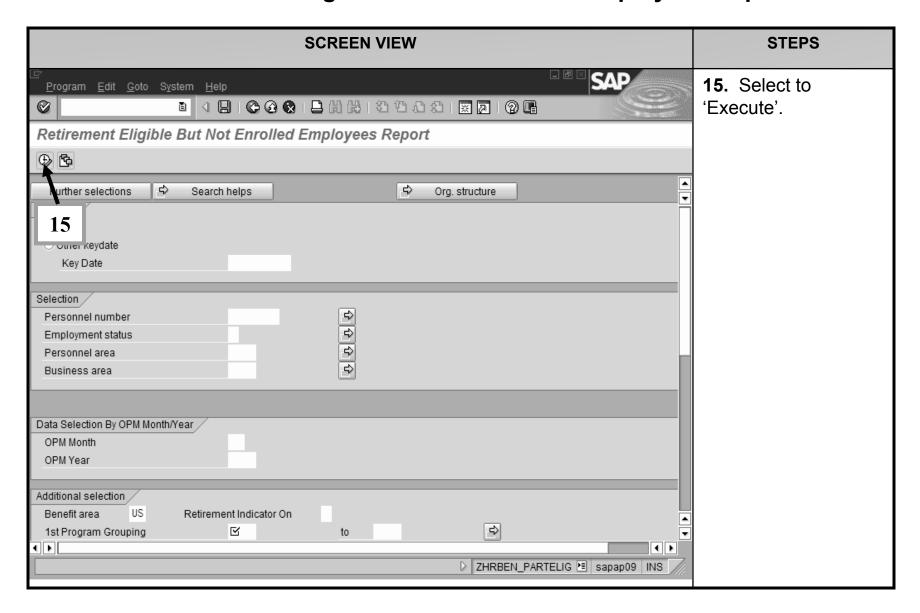




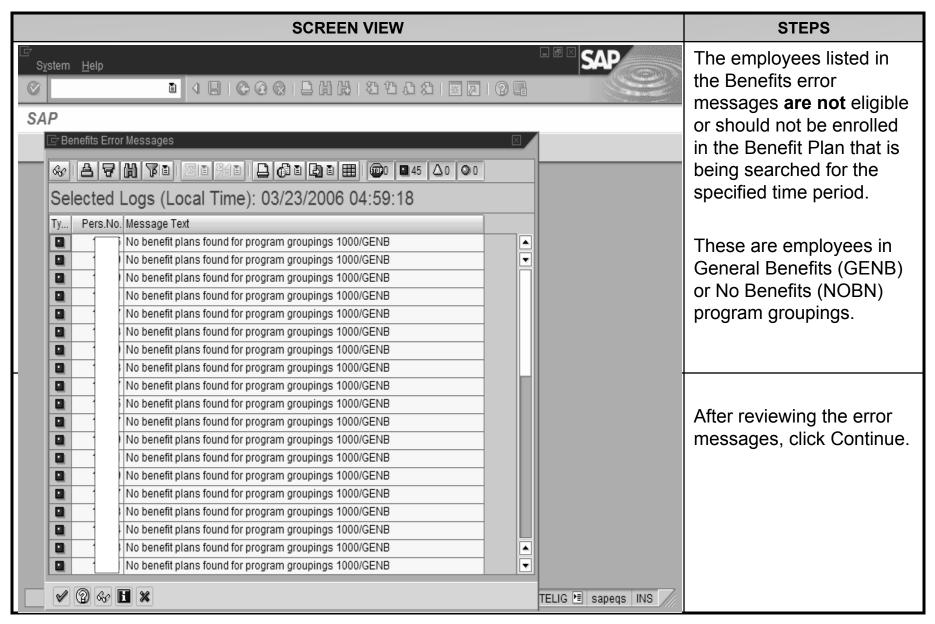




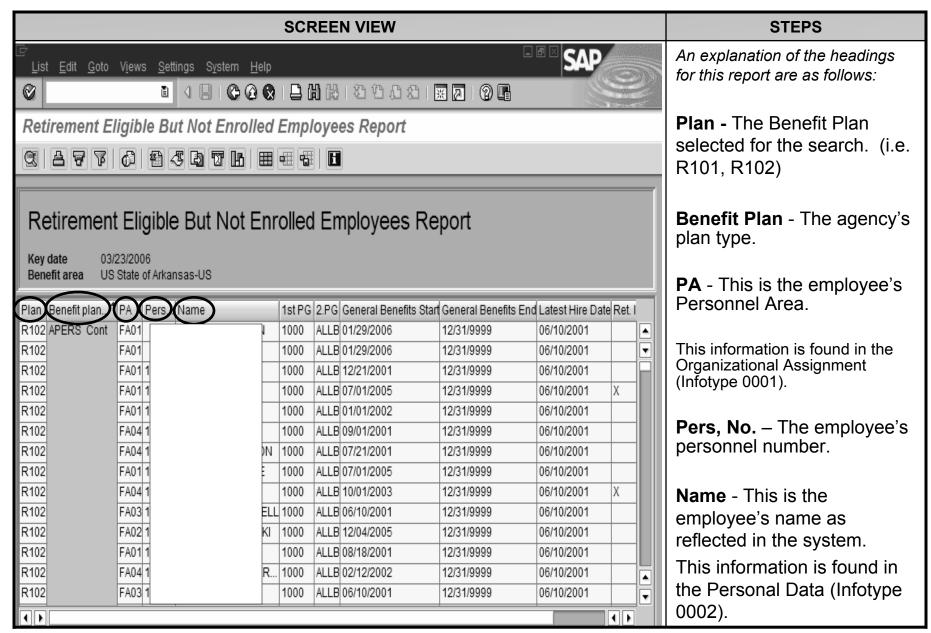




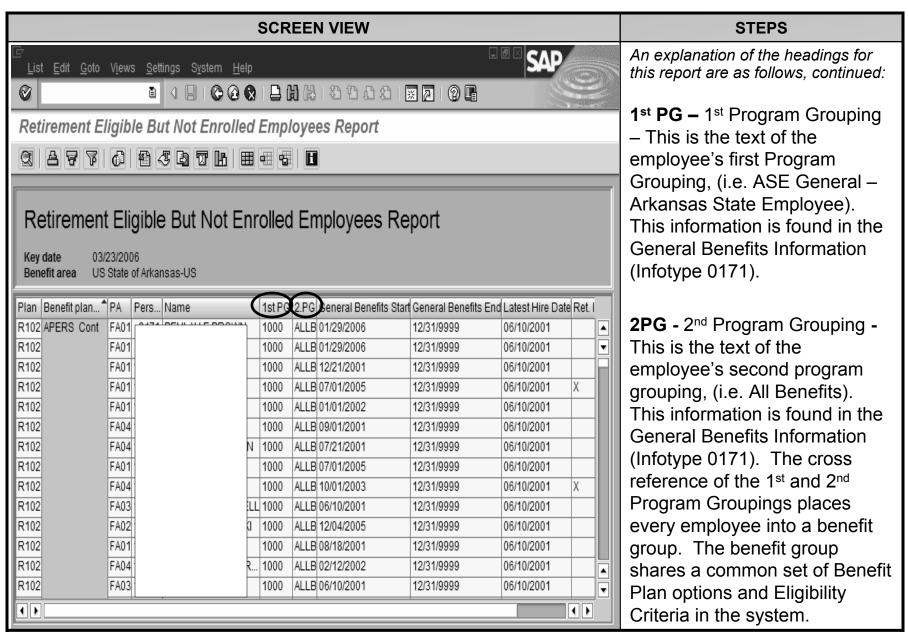




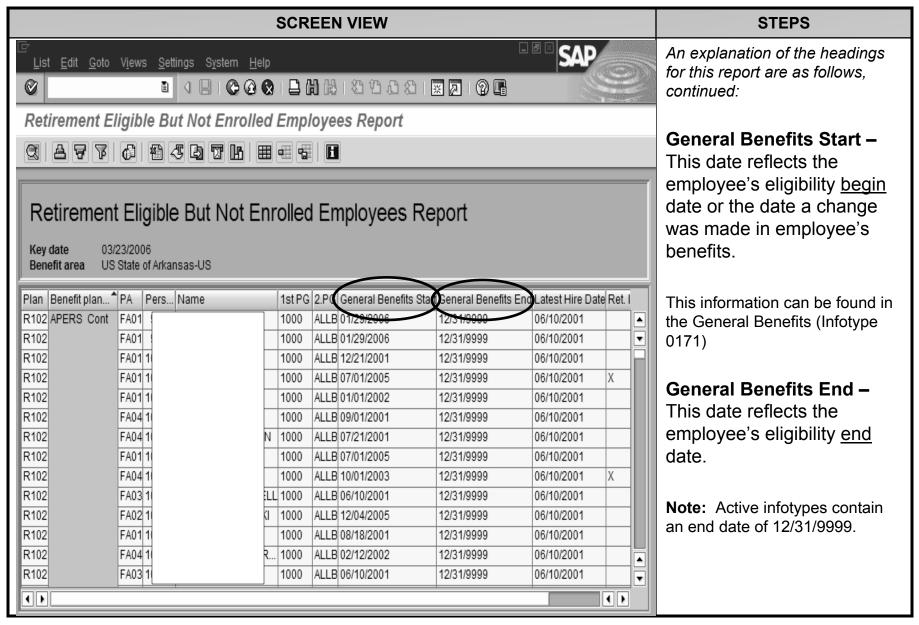




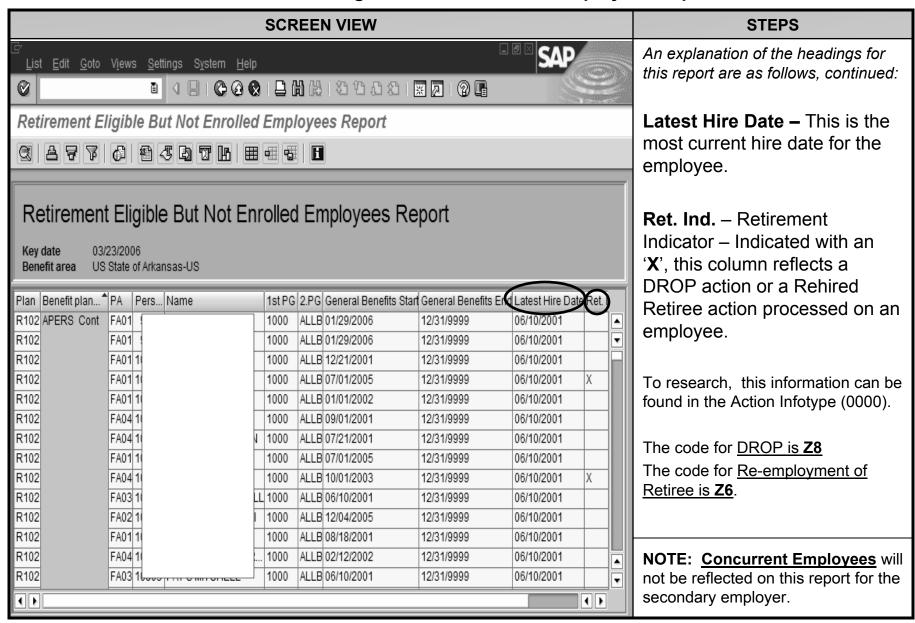














## THINGS TO KNOW

• Use transaction PA20 (Display HR Master Data) to display infotypes to research employee's eligibility.



#### **Demonstration**

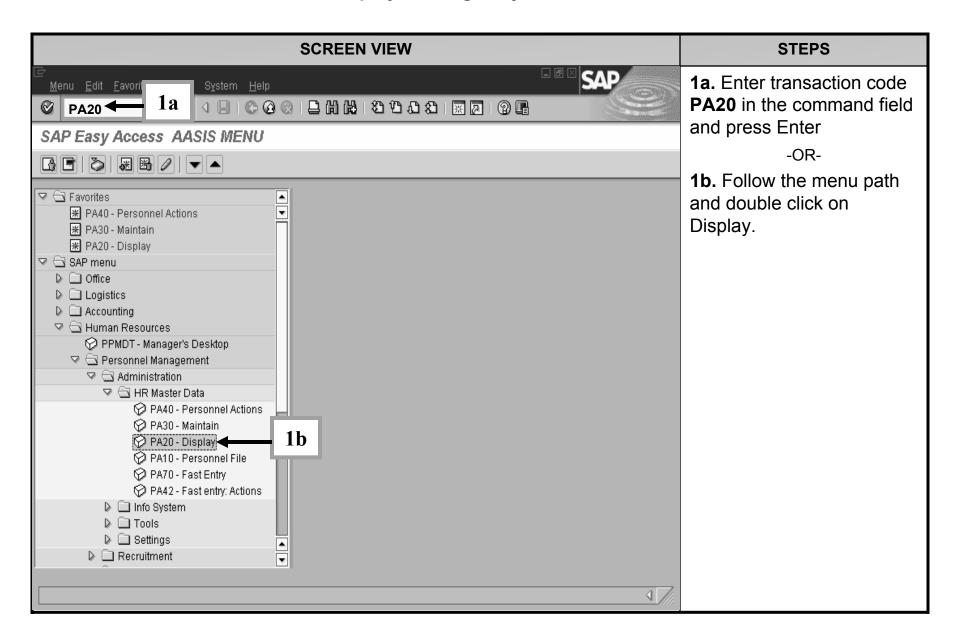
Research Employee's Eligibility for Enrollment in AASIS

Human Resources > Personnel Management > HR Master Data > Display (PA20)

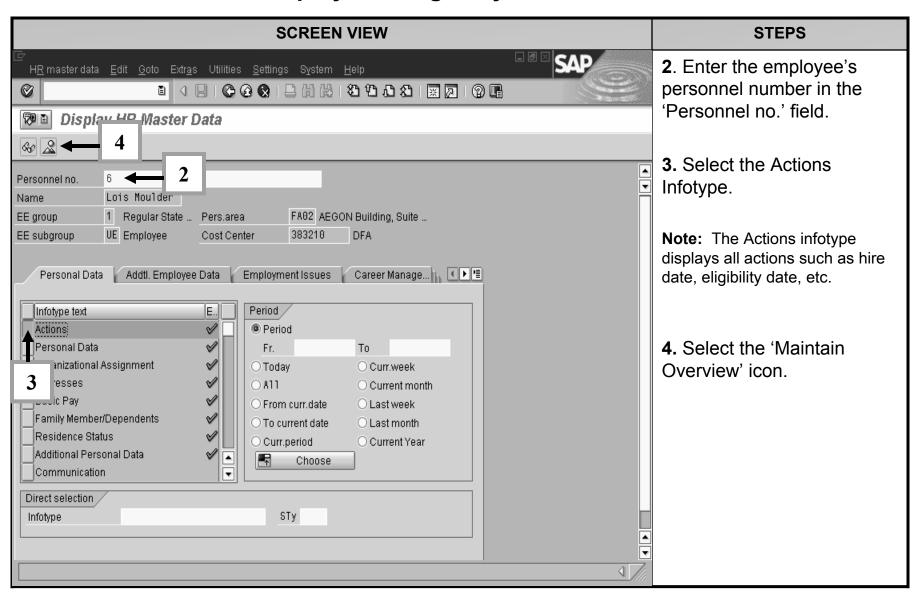
**Note:** The roles that have authorization to generate this report are Agency/CLJ Employee Benefits Management, Agency/CLJ Employee Benefits Specialist, Agency HR/FI Posting Specialist, State Benefits Plan Administration, State Benefits Specialist, or State HR/FI Posting Specialist.



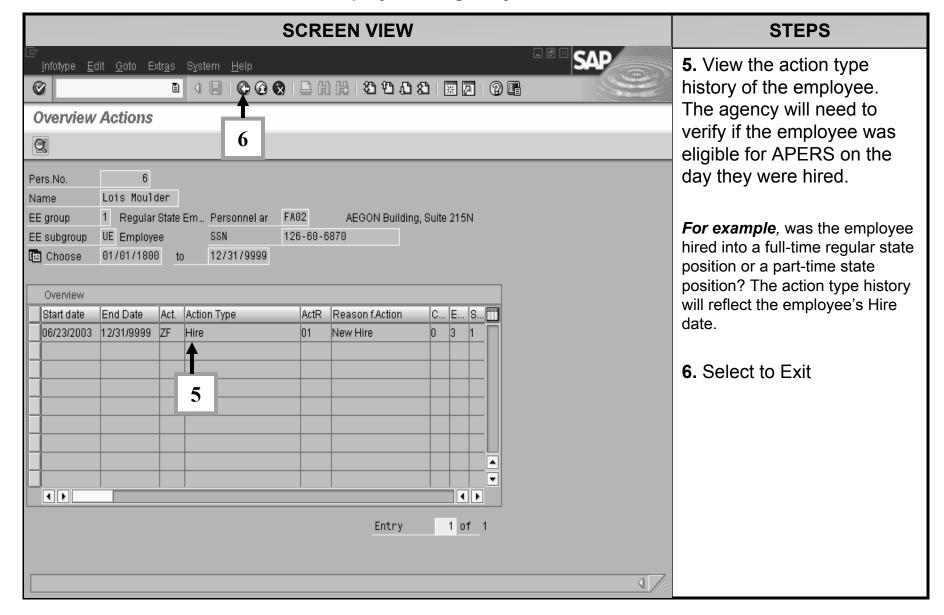




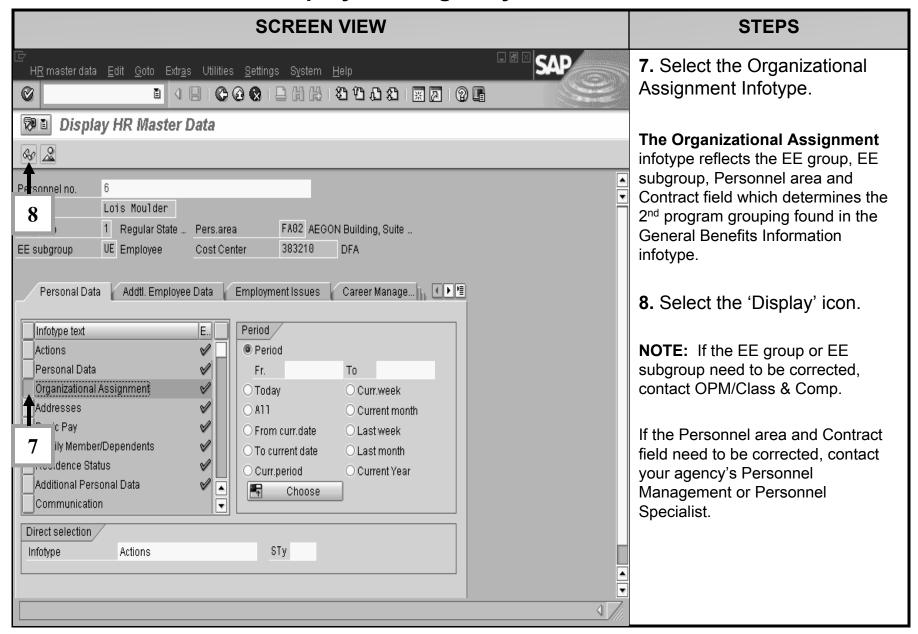




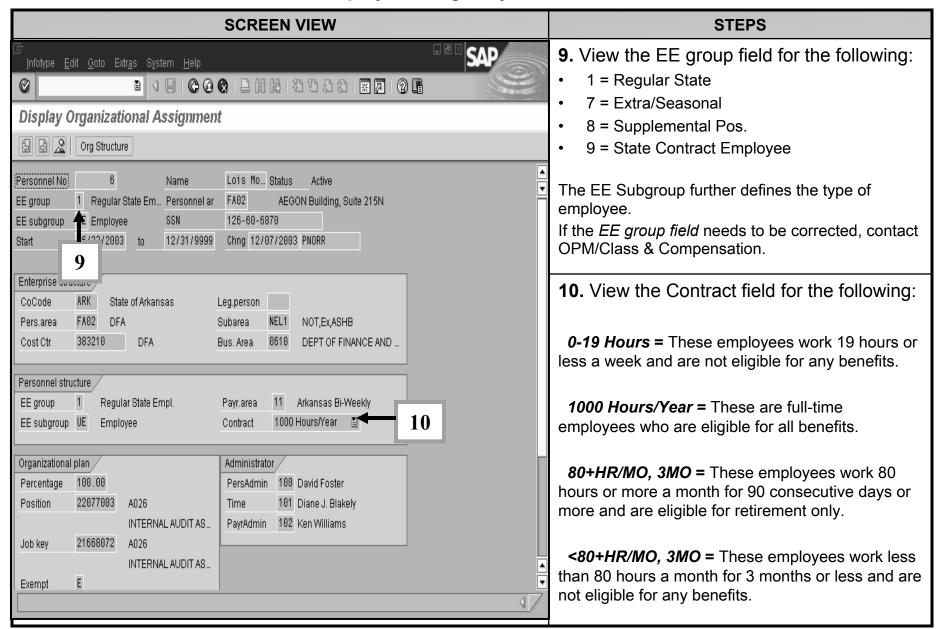




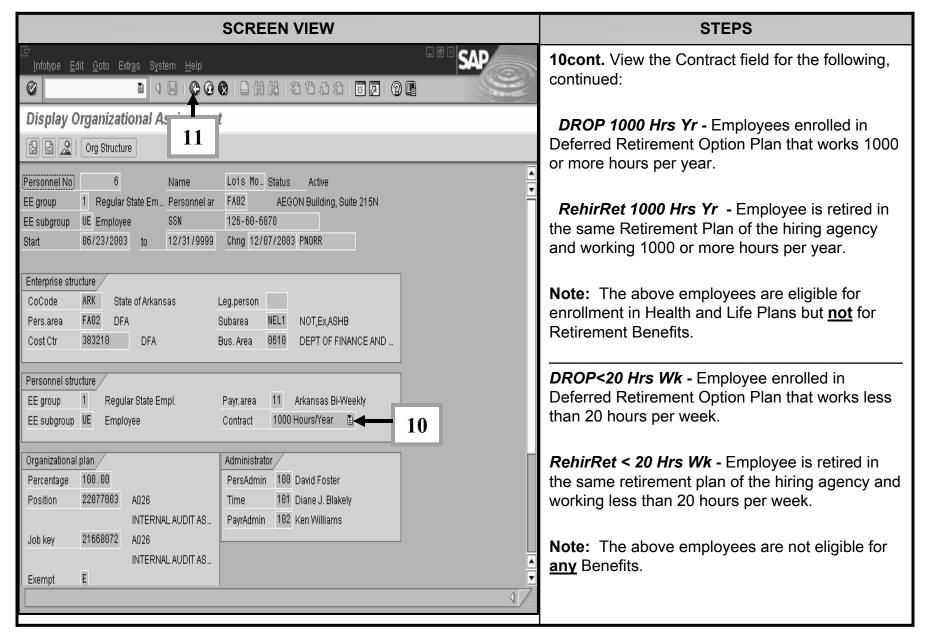




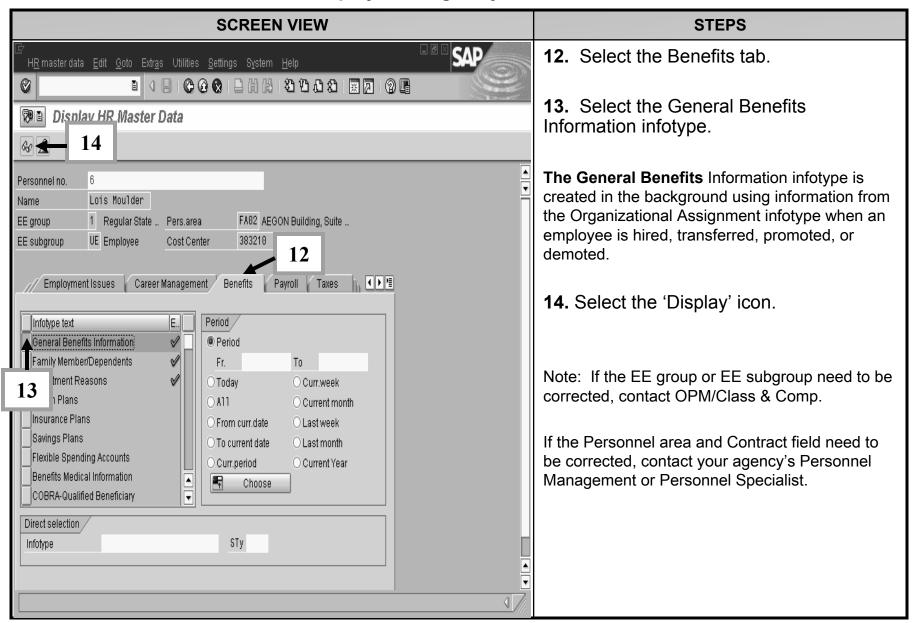




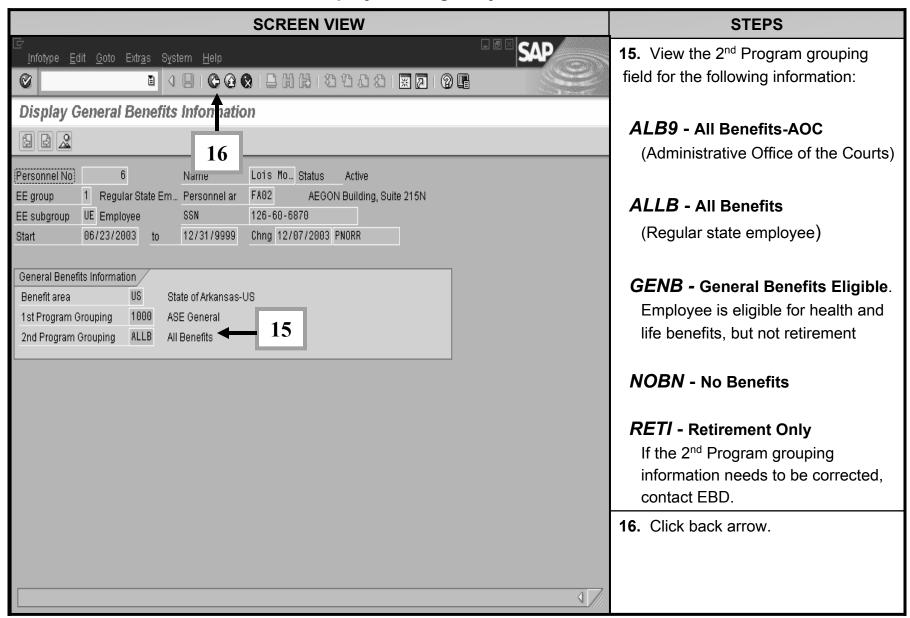




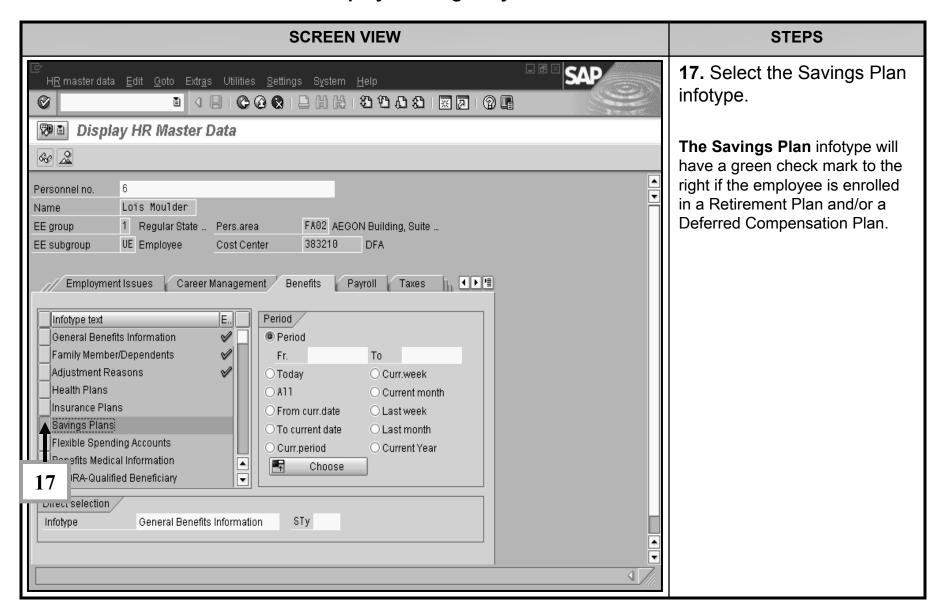




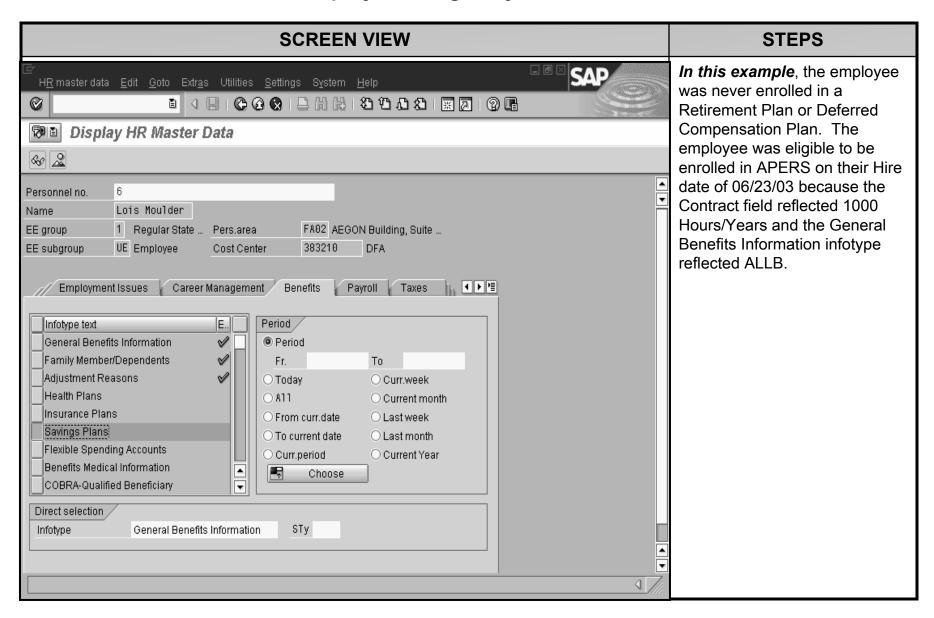




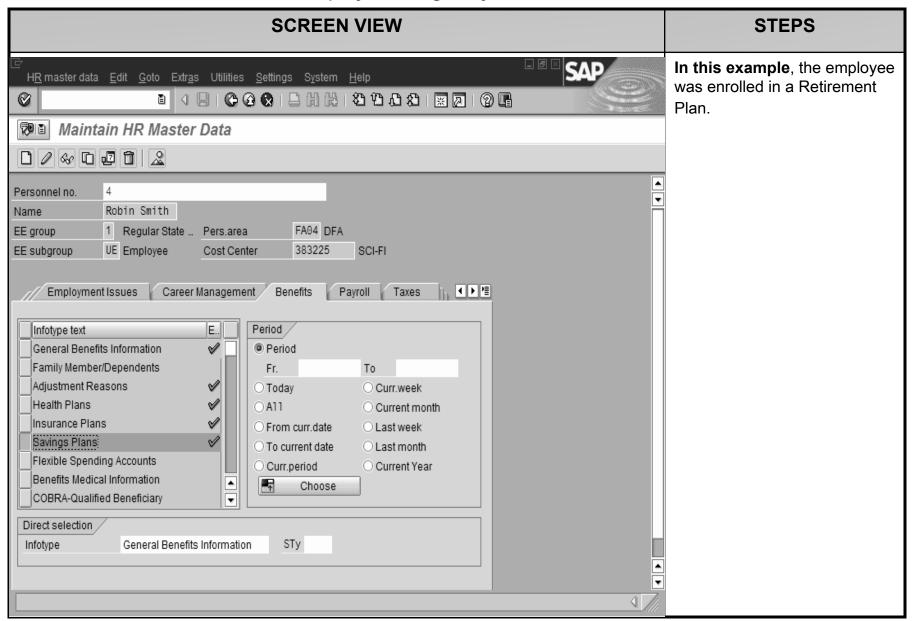




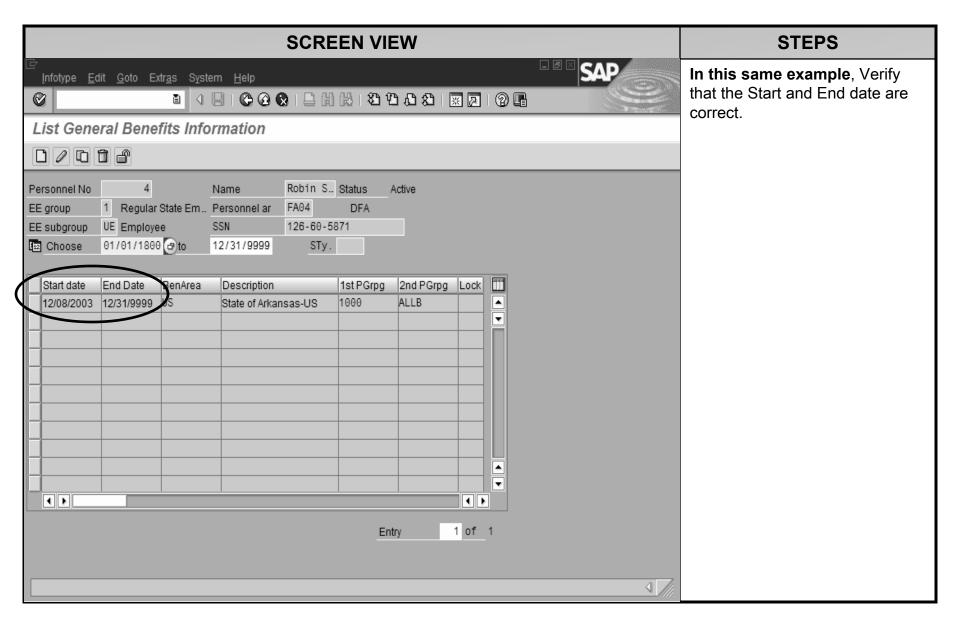














## THINGS TO KNOW

 The agency's Personnel Administrator must enter the employee's correct retirement eligibility date through transaction PA30 (Maintain HR Master Data) on the Date Specification Infotype 0041 when the employee should have been enrolled in APERS in a previous fiscal year.



### **Demonstration**

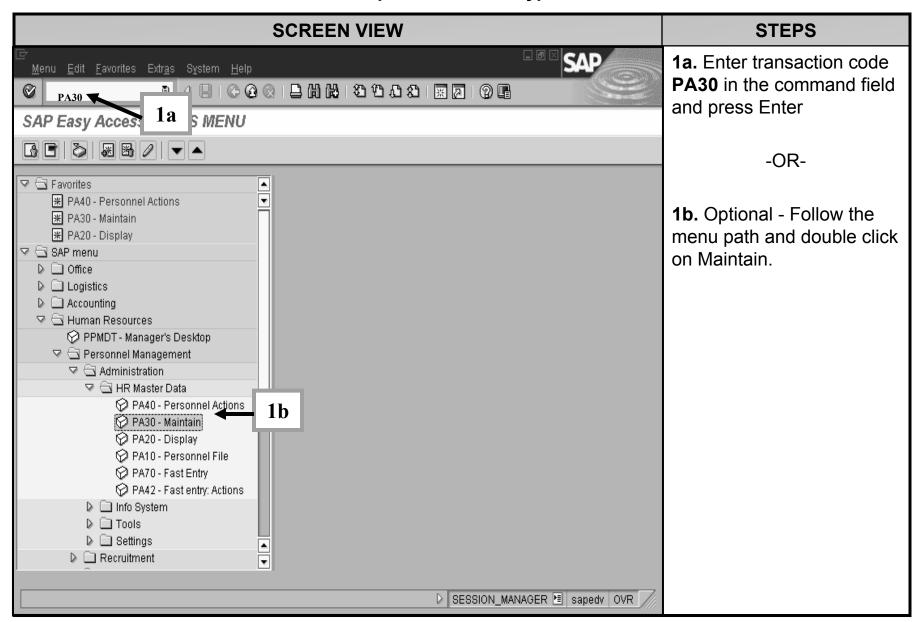
 Enter Retirement Eligibility Date in Date Specification Infotype 0041

Human Resources > Personnel Management > Administration > HR Master Data > Maintain (PA30)

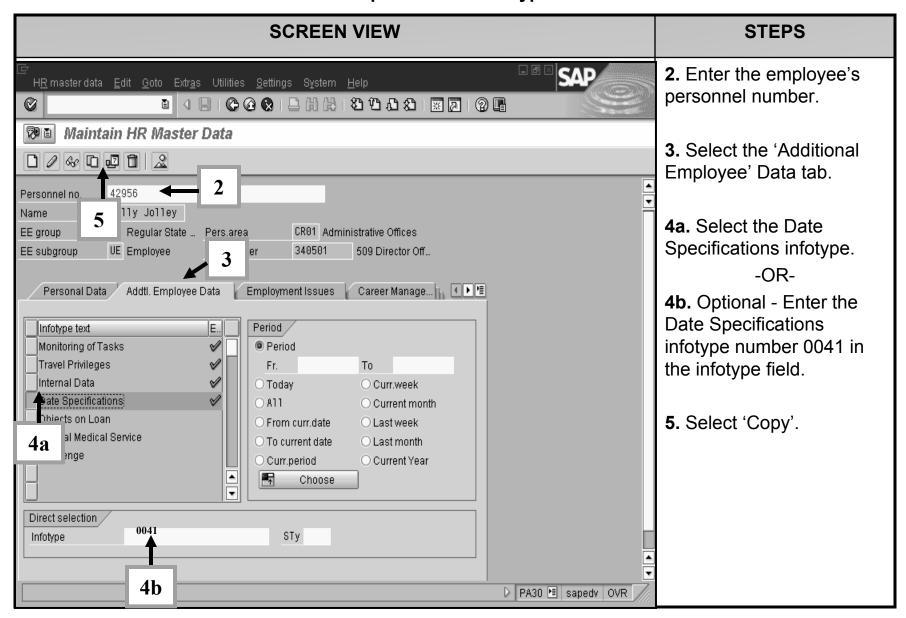
Note: The role that has authorization to process this transaction is the Agency/CLJ Benefits Specialist.



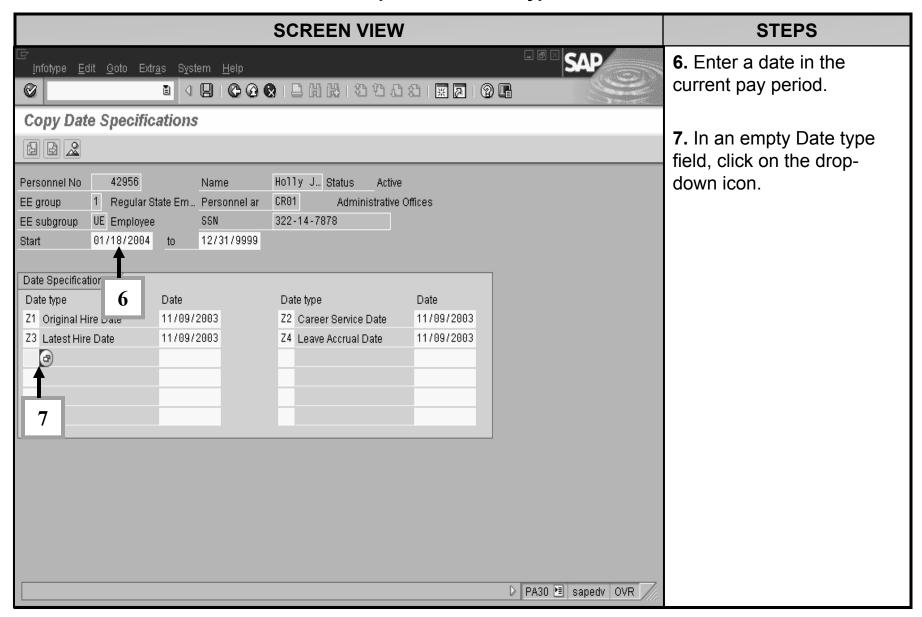




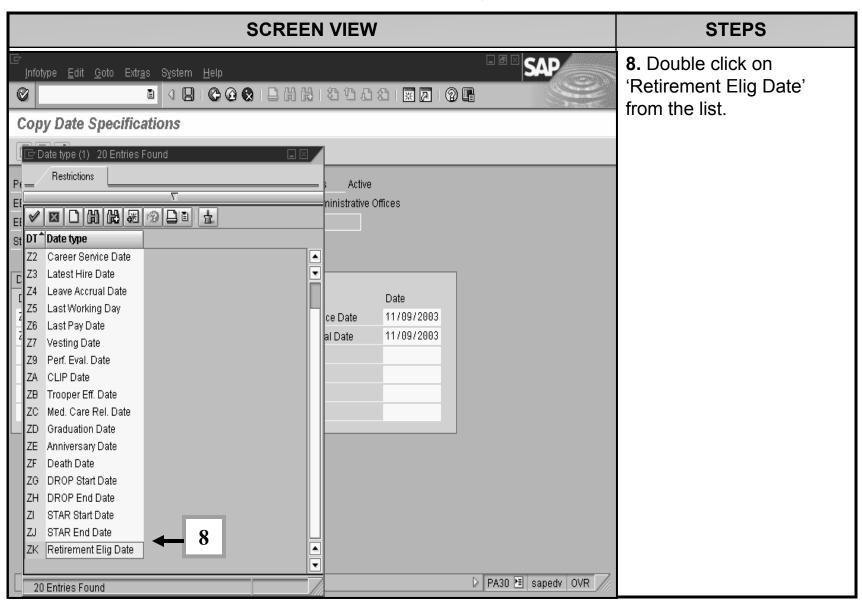




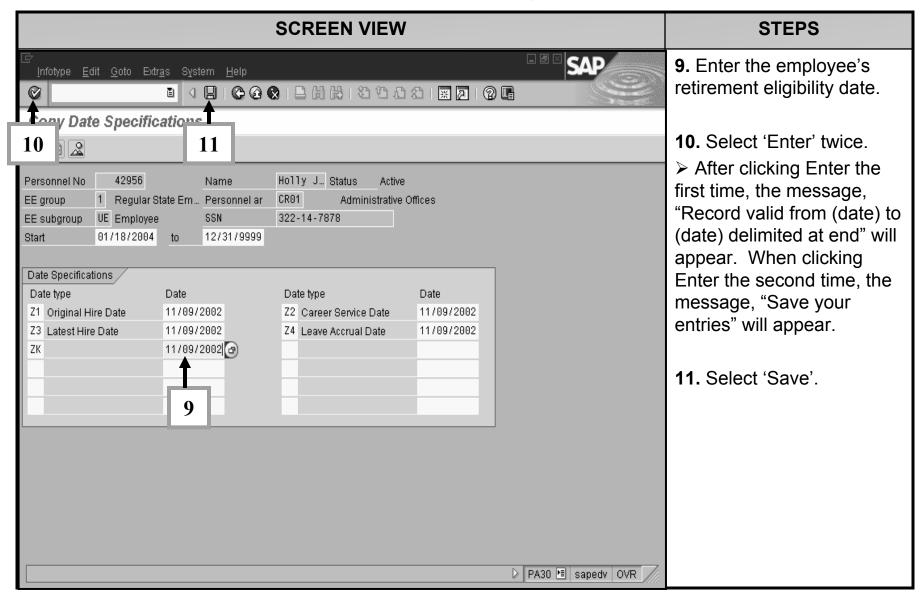














### THINGS TO KNOW

- To verify employees that are enrolled in APERS but are not eligible due to termination, retirement or in the DROP, run the Employees Enrolled in APERS Plan Who Aren't Eligible Report (ZDRP).
- It is recommended that this report be run before payroll is processed.
- This report will reflect employees who have had a Personnel Action processed in AASIS for Termination, Retirement, DROP or Terminate Concurrent Employment and who are currently enrolled in an APERS Plan.
- If an employee is reflected on the ZDRP report as being enrolled in APERS but
  is not eligible due to the employee being enrolled in DROP, terminated, etc., find
  the employee name on the APERS report and write your findings on the APERS
  form.
- To terminate participation of an employee in APERS through transaction HRBEN0014 (Termination of Plan Participation) contact your agency's Benefits Specialist.
- The employee's last day of eligibility for the Plan is used to terminate participation. The termination date must be within the current fiscal year.



### THINGS TO KNOW

- If the termination date extends beyond the current fiscal year, the agency must end the APERS Plan using the beginning date of the current fiscal year. This will cause a retro-calculation of the employer matching for that employee back to the beginning of the current fiscal year.
- The APERS Plan should be ended with the beginning date of the current fiscal year when the employee's last day of eligibility for the Plan is in a closed fiscal year.
- Contact APERS if a refund is due to the Agency for the closed fiscal year.



### **Demonstration**

Employees Enrolled in the APERS Plan Who Aren't Eligible Report

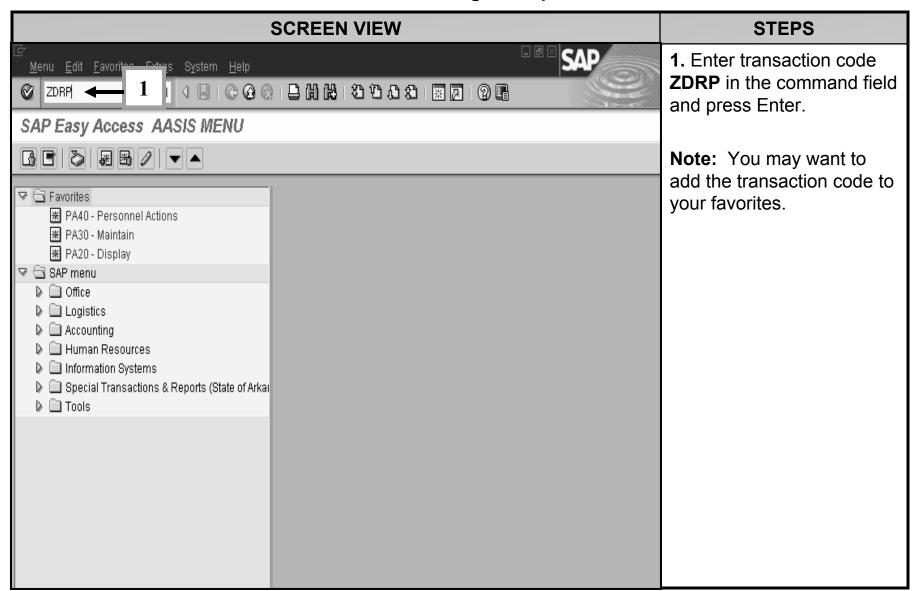
Transaction (ZDRP)

**Note:** The roles that have authorization to generate this report are Agency/CLJ Employee Benefits Management, State/Agency/CLJ Employee Benefits Specialist, State Benefits Plan Administration, State Benefits Plan Management.



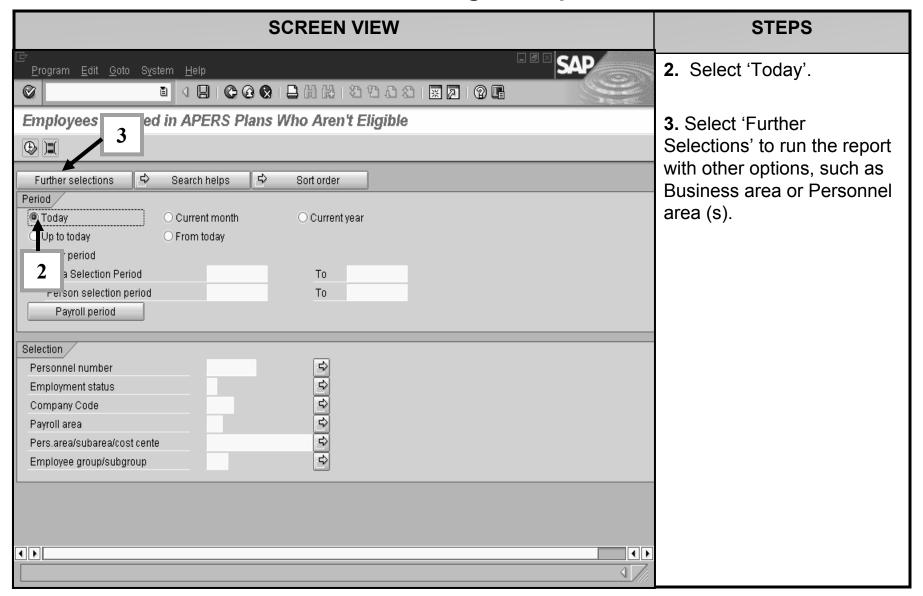


## Employees Enrolled in APERS Plan Who Aren't Eligible Report



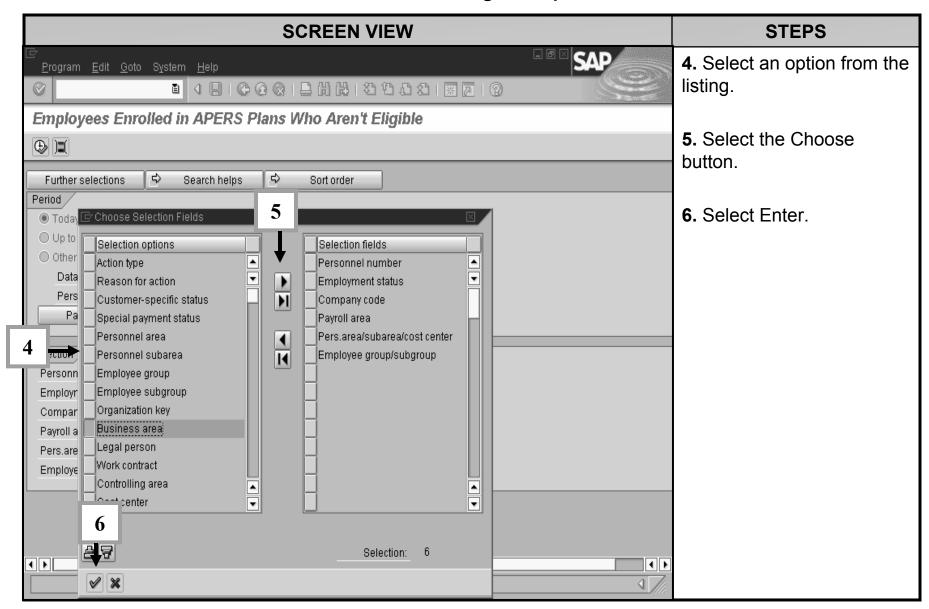


# Employees Enrolled in APERS Plan Who Aren't Eligible Report



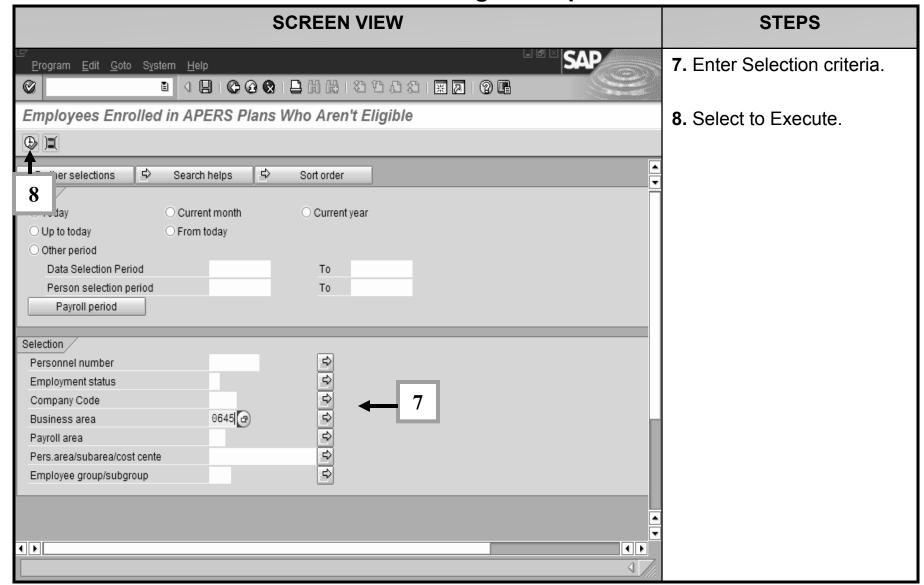


## Employees Enrolled in APERS Plan Who Aren't Eligible Report



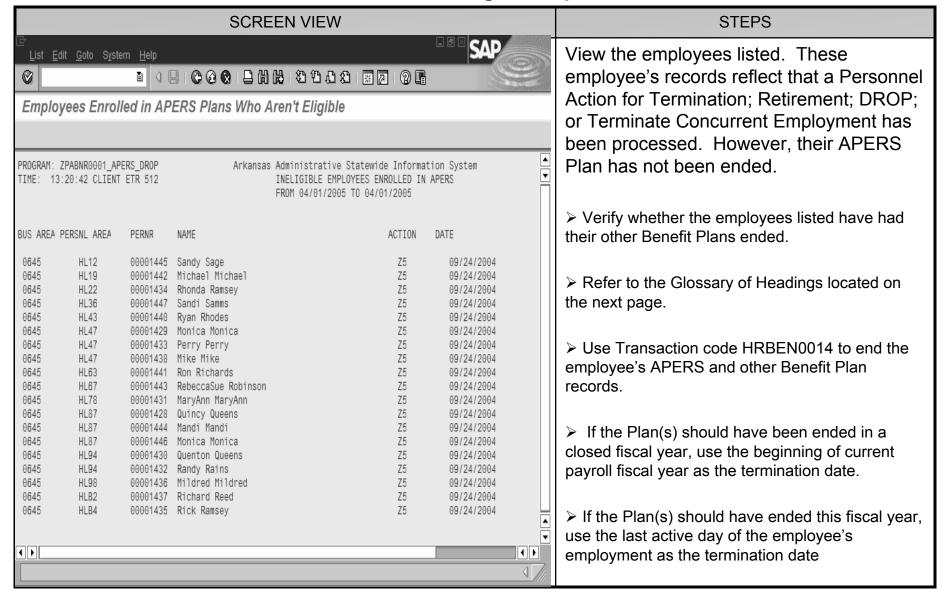


# Employees Enrolled in APERS Plan Who Aren't Eligible Report





# Employees Enrolled in APERS Plan Who Aren't Eligible Report





### Glossary of Headings for Employees Enrolled in APERS Plan Who Aren't Eligible Report

- BUS AREA: The Business Area of the employee.
- PERSNL AREA: The Personnel Area of the employee.
- PERNR: The Employee's Personnel number.
- NAME: The Employee's name.
- **ACTION:** The Personnel Action that was processed on the employee. Listed below are the Personnel Action codes that may be reflected on the report:
  - **Z5** = Termination
  - **Z7** = Retirement
  - **Z8** = DROP
  - **Z0** = Terminate Concurrent Employment
- **DATE**: The Start date of the Personnel Action.



## **Chapter 2**

Verify Employee Earnings, Service Credit and Employers
Contribution Amounts



### THINGS TO KNOW

- The FI Payroll Posting Report Retirement Reconciliation (ZHR\_RETI\_RECON) is used to verify employee's earnings, employer's contributions and employee's service credit.
- Employees whose retirement plan have ended due to a DROP action or Rehired Retiree status, will not show up on this report. However, if the retirement plan is still active, the employee will be listed.
- Extra-help employees not enrolled in APERS are excluded from this report.
- For employees not listed on the APERS report, write the employee's salary amount and service credit by the employee's name on the APERS report in red ink. Contact your Agency Benefits Specialist to enroll the employee in the appropriate Retirement Plan. Be sure to prepare and submit the APERS Purchase of Delinquent Service and Contributions form.
- For employees listed on the APERS report but are not eligible, verify the overpayment and indicate on the APERS report in red ink. Contact your Agency Benefits Specialist to have employee's Retirement Plan terminated.
- Contact APERS for a refund of an overpayment in a closed fiscal year.



### **Demonstration**

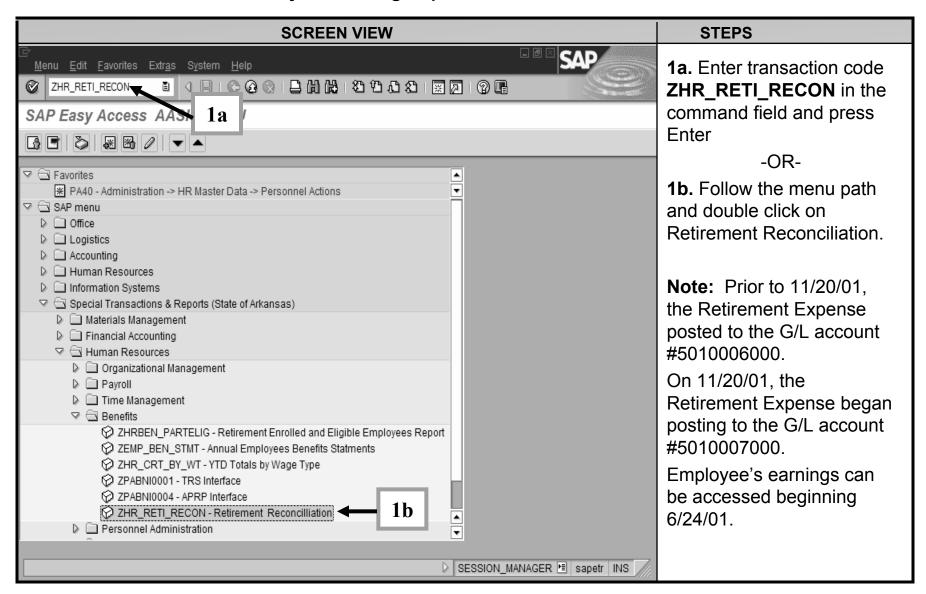
FI Payroll Posting Report-Retirement Reconciliation

Special Transactions & Reports (State of Arkansas) > Human Resources > Benefits > Retirement Reconciliation (ZHR\_RETI\_RECON)

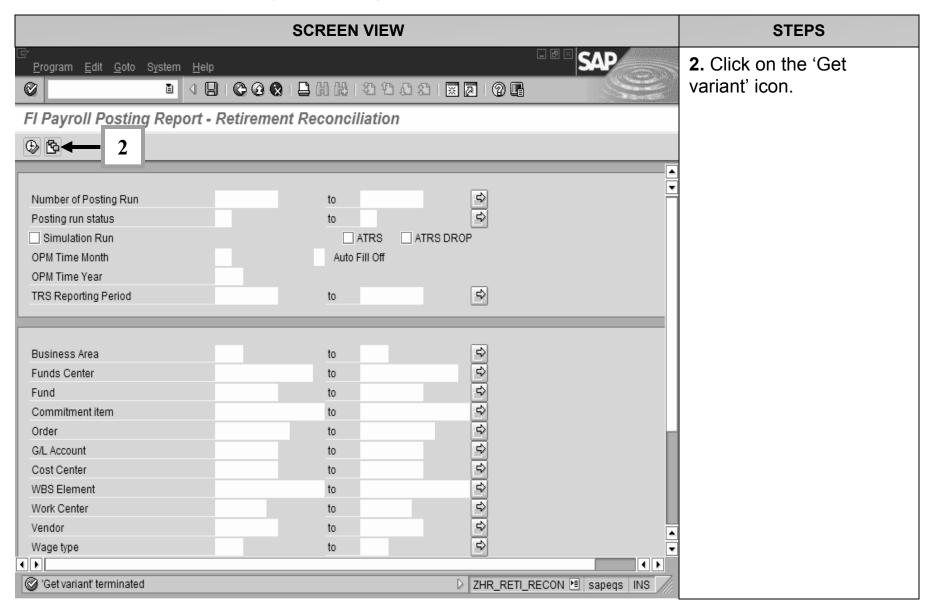
**Note:** The roles that have authorization to generate this report are Agency/CLJ Employee Benefits Management, Agency/CLJ Employee Benefits Specialist, Agency HR/FI Posting Specialist, State Benefits Plan Administration, State Benefits Specialist, or State HR/FI Posting Specialist.



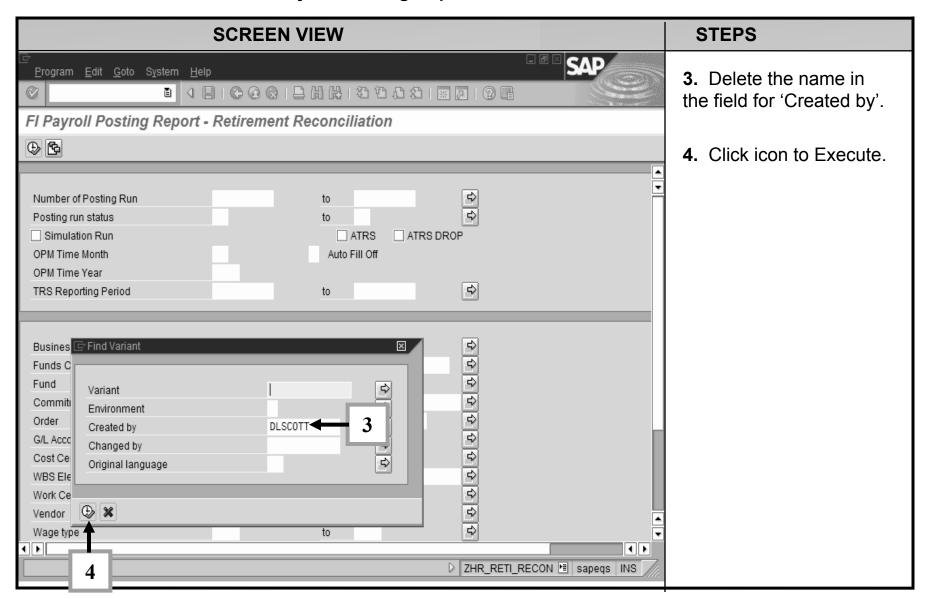




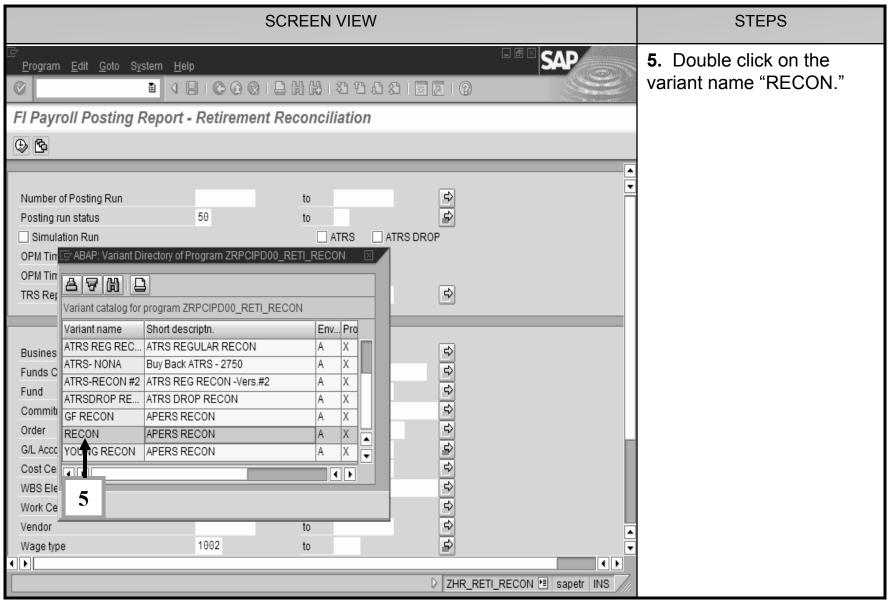




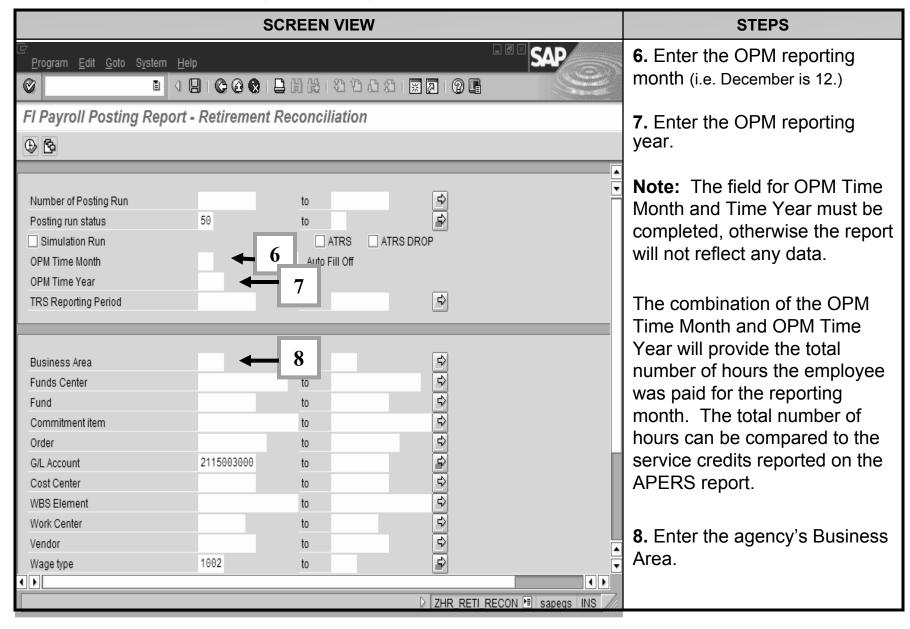




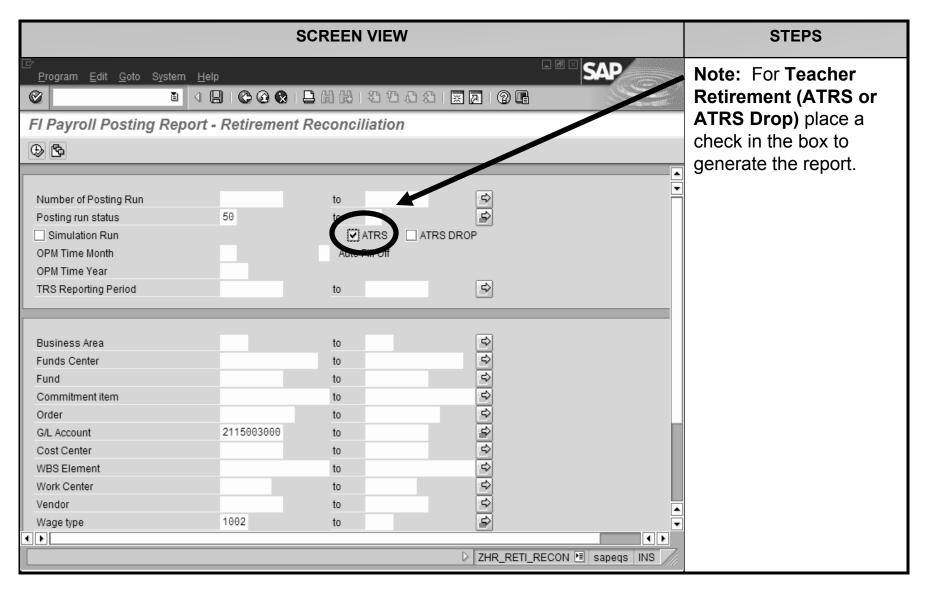




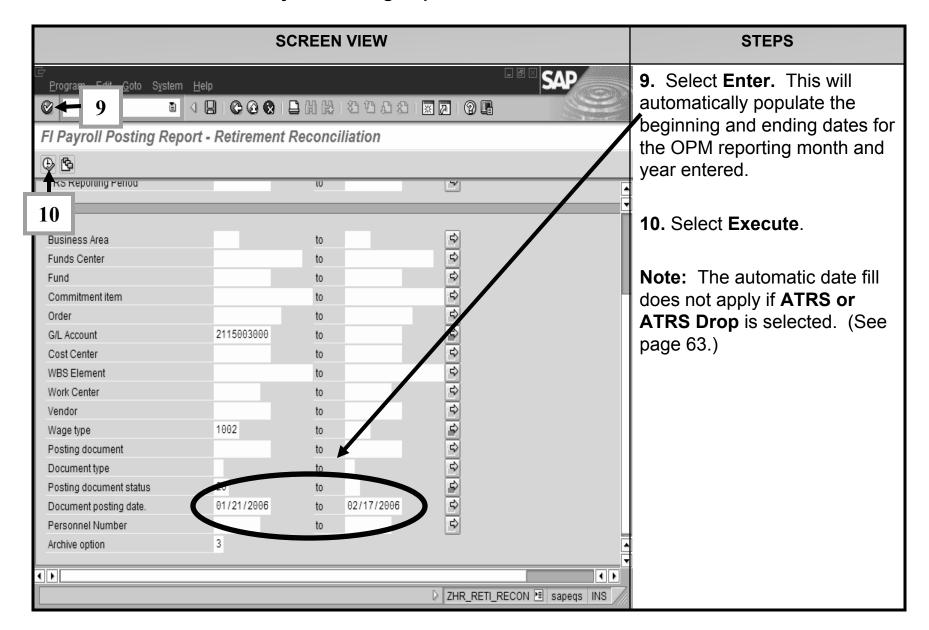




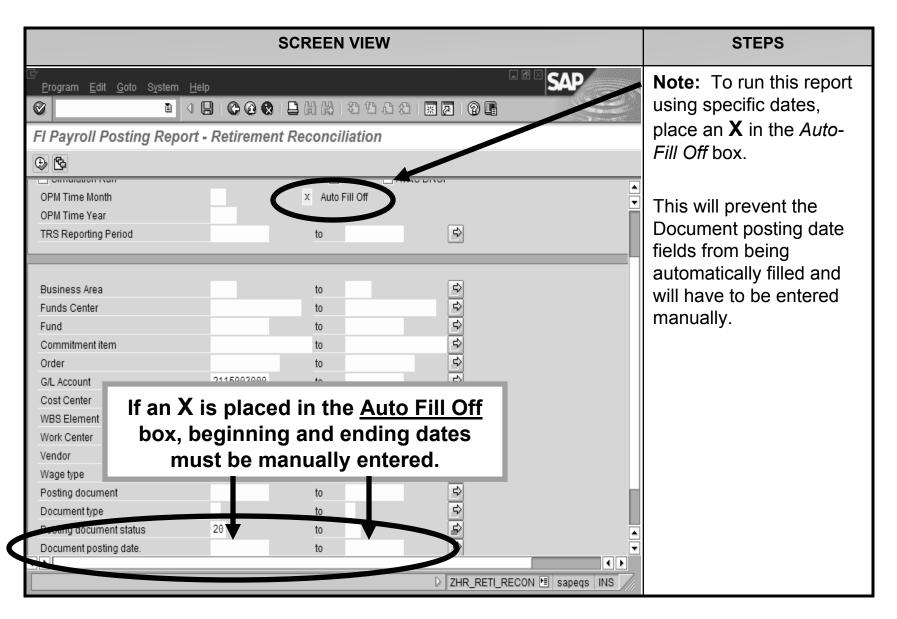






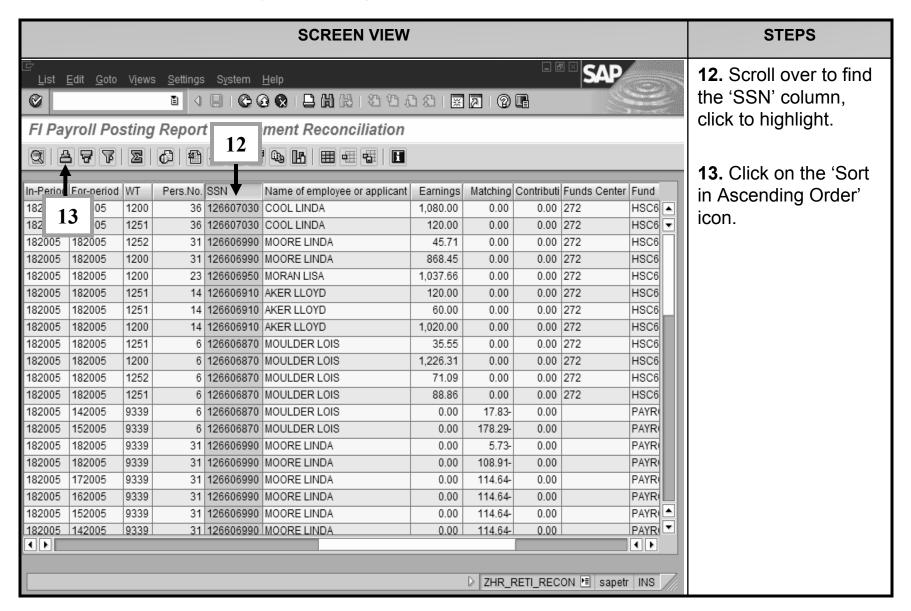




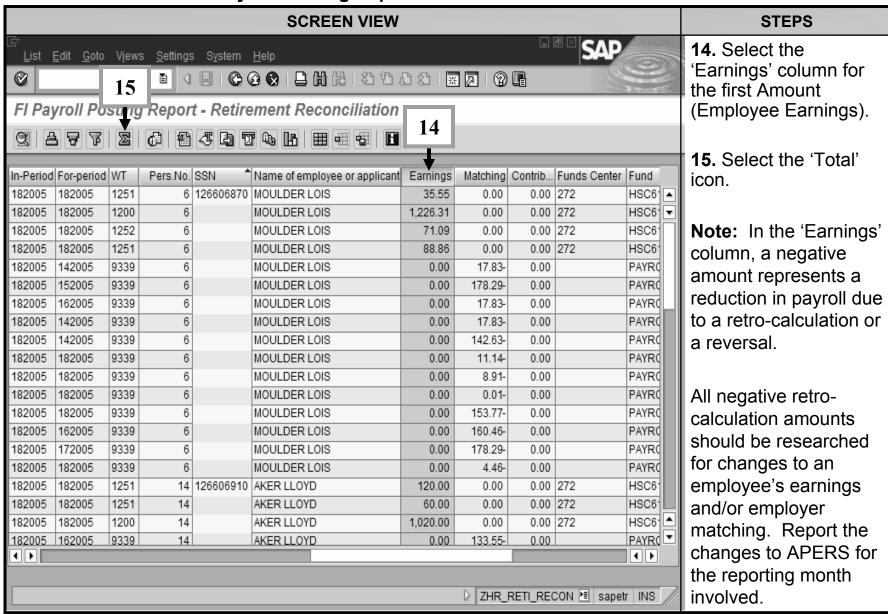


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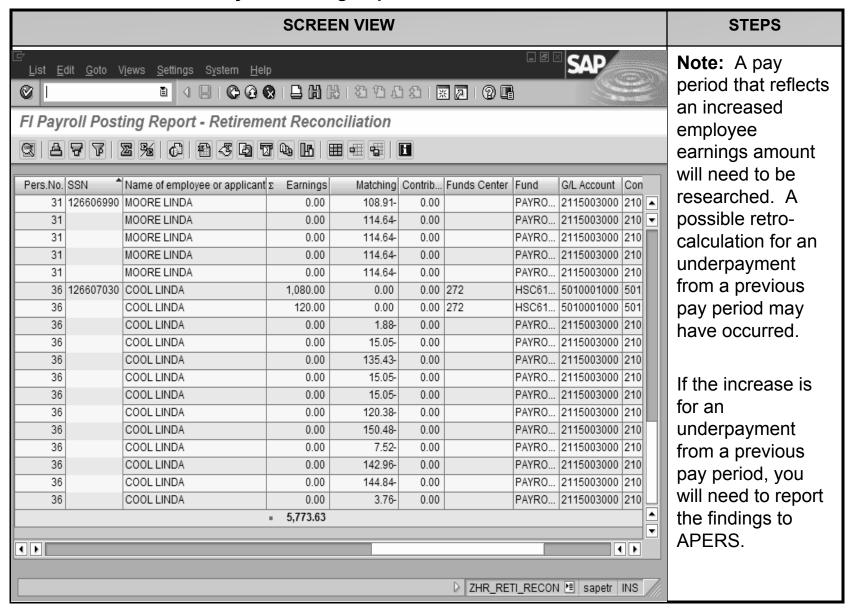




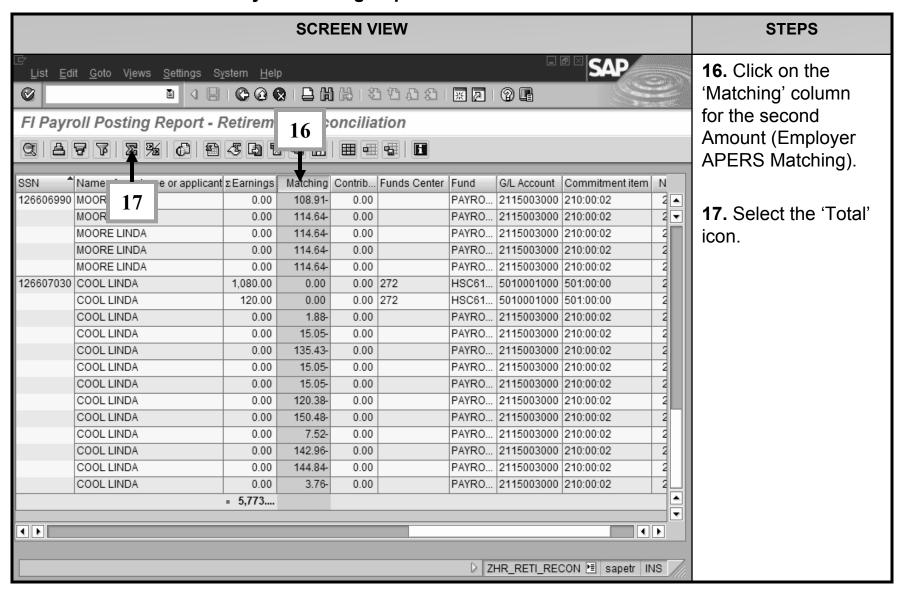






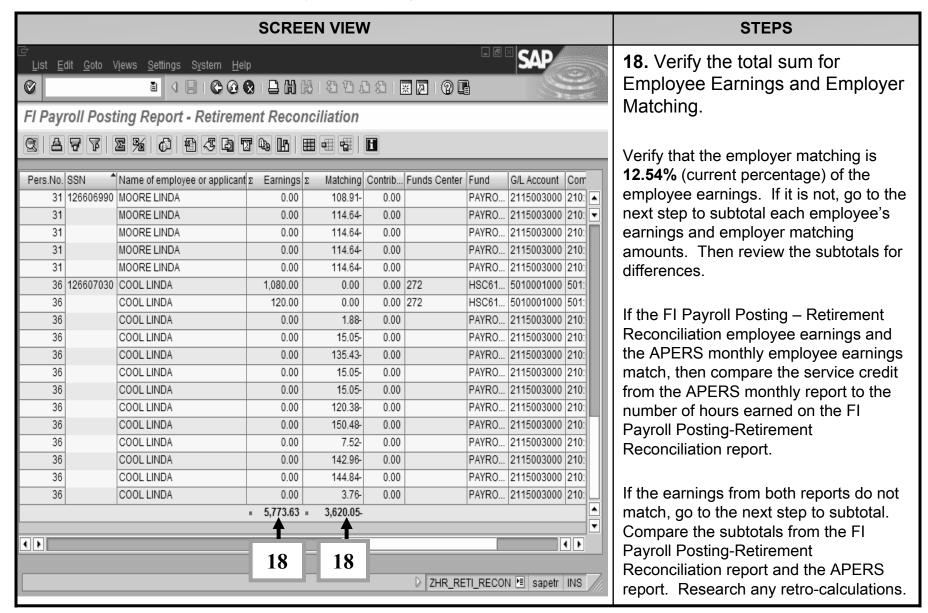






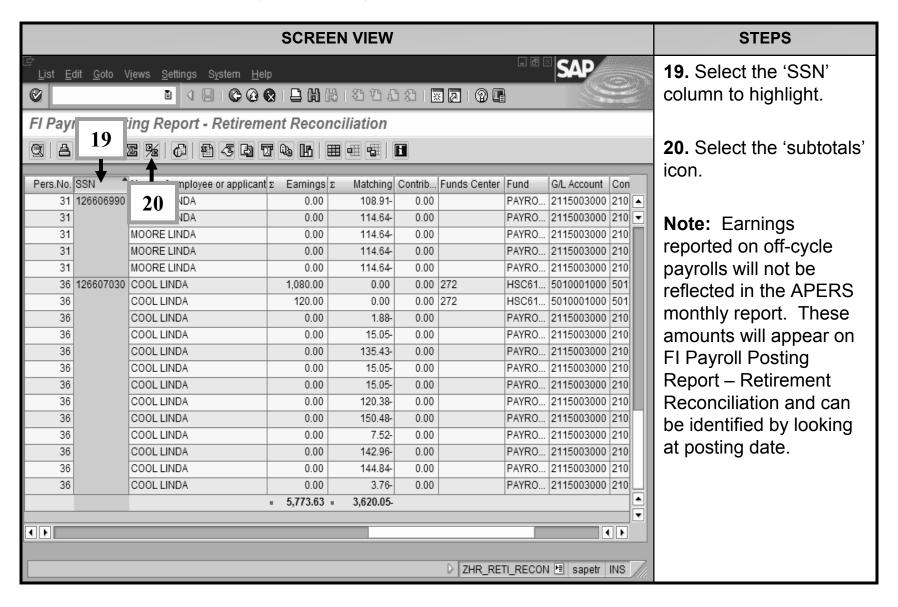


#### FI Payroll Posting Report – Retirement Reconciliation



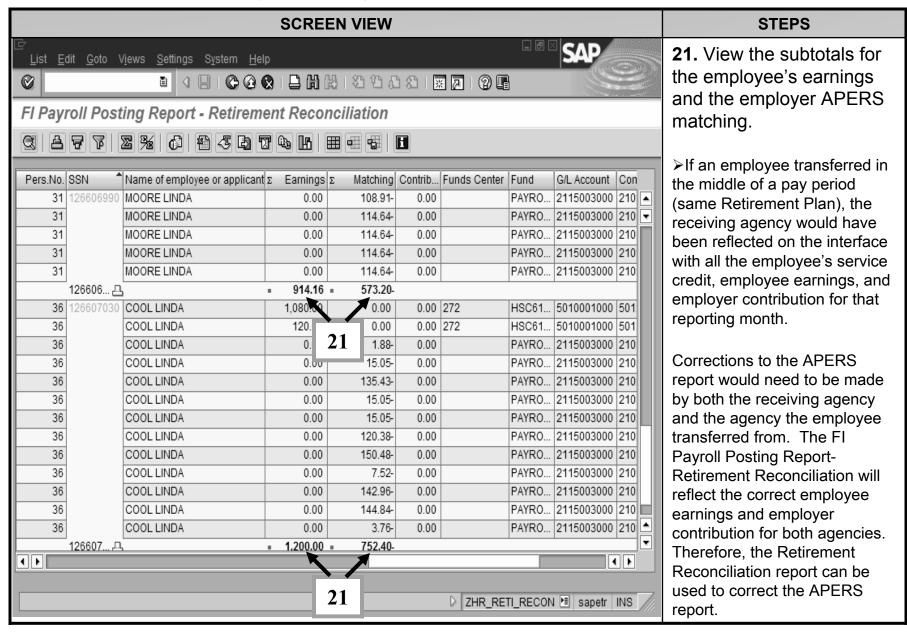


#### FI Payroll Posting Report – Retirement Reconciliation





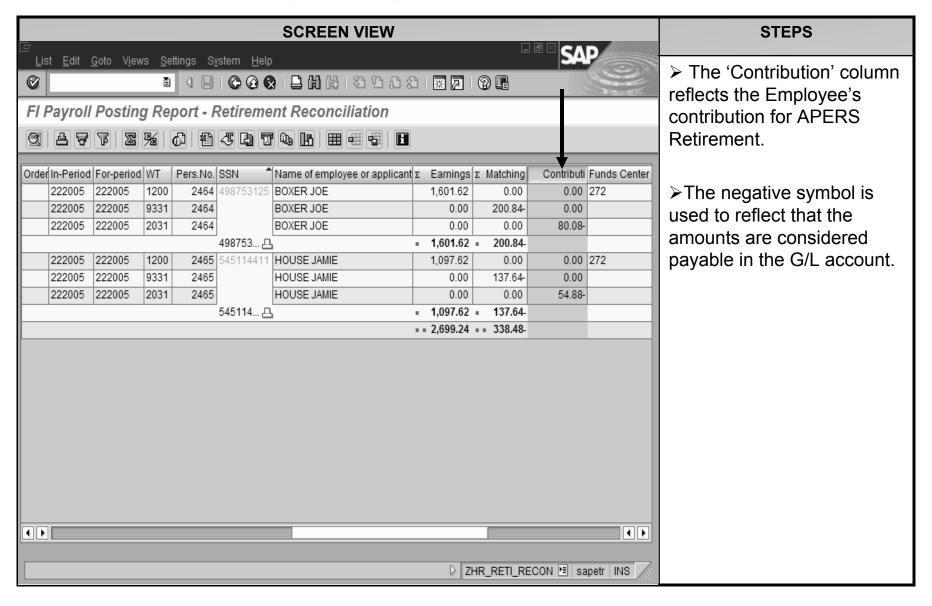
#### FI Payroll Posting Report - Retirement Reconciliation



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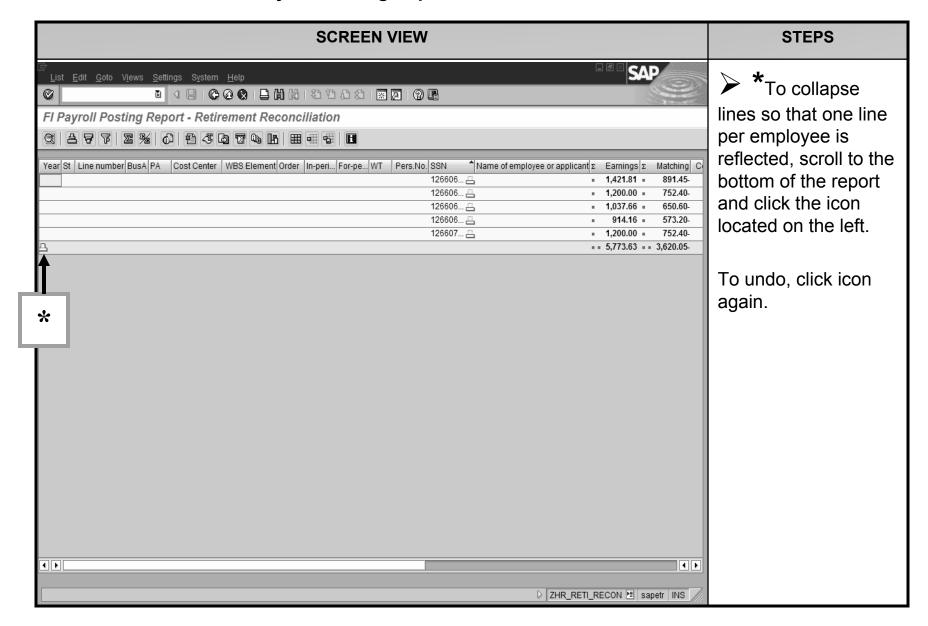


#### FI Payroll Posting Report – Retirement Reconciliation



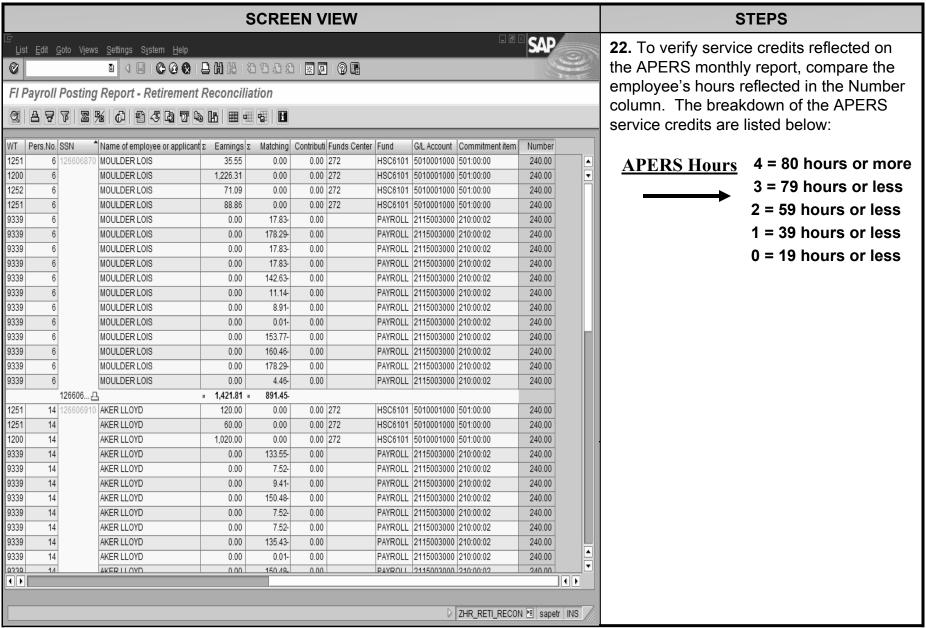


#### FI Payroll Posting Report - Retirement Reconciliation





#### FI Payroll Posting Report – Retirement Reconciliation





#### FI Payroll Posting Report – Retirement Reconciliation



#### **STEPS**

**23.** To move a column, left click on column heading and hold, when box appears with a red line, drag to desired column.

**Note:** Concurrent employees will not be reflected on the Retirement Enrolled and Eligible Employees report for the secondary employer. Also, for the secondary employer, concurrent employees will not be reflected on the agency's monthly APERS report.

Therefore, the secondary employer must write the employee's name, earnings and service credit in red ink on the APERS report and send it to them. The agency can get the employee's earnings and service credit information for their agency by running the FI Payroll Posting Report – Retirement Reconciliation.

The APERS report reflects all earnings for concurrent employees on the primary employees report. The primary employer must adjust the employee's earnings and service credit in red ink on the APERS report and send it to them. The primary employer can get the employee's earnings and service credit information for their agency by running the FI Payroll Posting Report – Retirement Reconciliation.





### Glossary of Headings for APERS FI Payroll Posting Report – Retirement Reconciliation

- Year: The state fiscal year.
- **Posting Date:** The Posting Date represents the date the Office of Accounting processes the FI posting of the payroll results. Viewing the posting dates is the easiest way to identify an off-cycle payment for an employee.
- Run number: This number refers to the FI Payroll posting run number.
- St.: This is the posting run status. 50 is for posted and 63 is for reversal.
- Posting doc.: This is the HR Payroll Posting document number.
- **St.:** This second st is the posting document status. 20 is for released document ready for posting and 25 is for released reversal ready for posting. The posting document status corresponds with the posting run status.
- **Line number:** This is the document line number.
- **BusA**: This is the agency's business area.
- Cost Center: The cost center for real posting for funds and funds center.
- WBS elem: This is the WBS element for projects and grants reporting.
- Work Center: This column is only used by the Dept. of Health.
- Order: This is the Internal Order usually used by agencies to report programs.
- **WT:** The wage types that are posted are reflected here. Please refer to Attachment A for a complete listing of the wage types involved with this report.
- **Pers.No.:** This is the employee's personnel number.
- **SSN:** This is the employee's social security number.
- Name of employee or applicant: The employee's name.
- **Earnings:** The first amount reflects the employee's earnings.
- **Matching:** The second amount reflects the employer's APERS matching.
- Funds Center: This is the funds center or appropriation that the transaction was paid out of.
- **Fund:** This is the fund that this transaction was paid out of.
- **G/L acc:** The general ledger accounts are numbers which tell what the money was spent for.
- **Commitment item:** There is only one commitment item for each general ledger account. The general ledger accounts and corresponding commitment items used in this report are listed on the following page.
- **Number:** This is the total number of hours for employee in the reporting month. This number includes compensation hours.



#### **G/L Account and Commitment Item**

G/L Acct	Description	Commitment Item
5010001000	00 Regular Salaries	501:00:00
5010002000	01 Extra Help Salaries	501:00:01
5010003000	06 Overtime Salaries	501:00:06
5010004000	07 Supplement Emergency Salaries	501:00:07
5010006000	03 Benefits and Insurance Expense	501:00:03
5010007000	03 Retirement Expense	501:00:03



### **Chapter 3**

Verify Employer Contribution Payments to APERS



#### THINGS TO KNOW

- The Payroll B-Vendor Reconciliation Report provides you with the vendor's warrant date, name and amount that was paid for the pay period.
- This report also provides the employee's name, personnel number and social security number as well as the wage type that was included in the warrant amount.



#### **Demonstration**

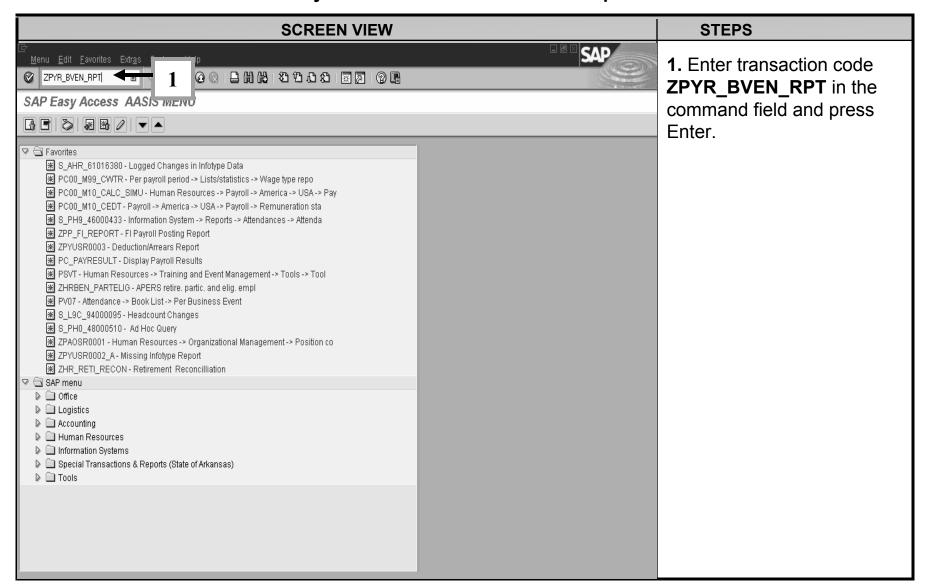
Payroll B-Vendor Reconciliation Report

Transaction (ZPYR\_BVEN\_RPT)

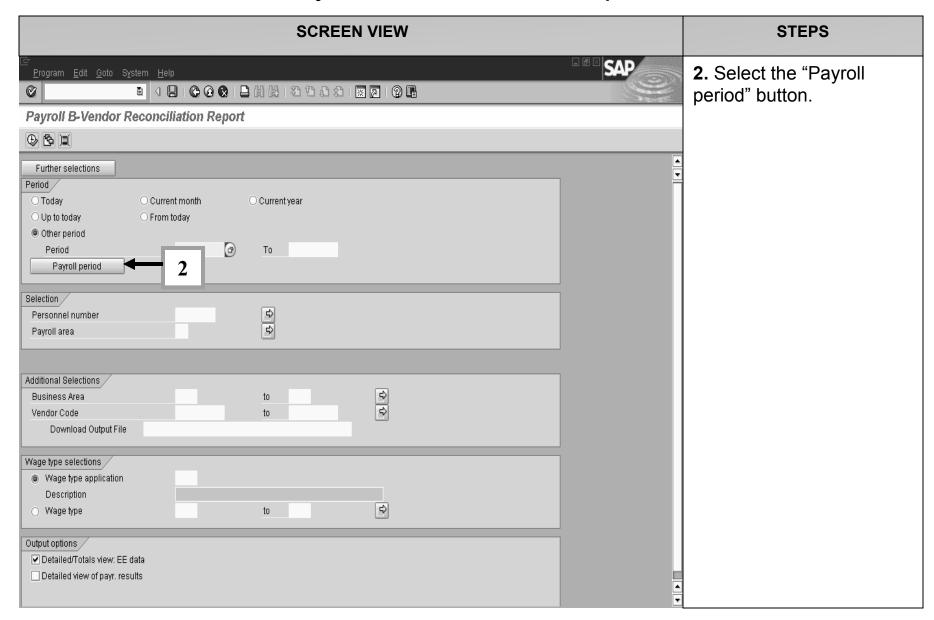
**Note:** The roles that have authorization to generate this report are Agency HR/FI Posting Specialist, STATE HR/FI Posting Specialist or STATE Benefits Plan Management.



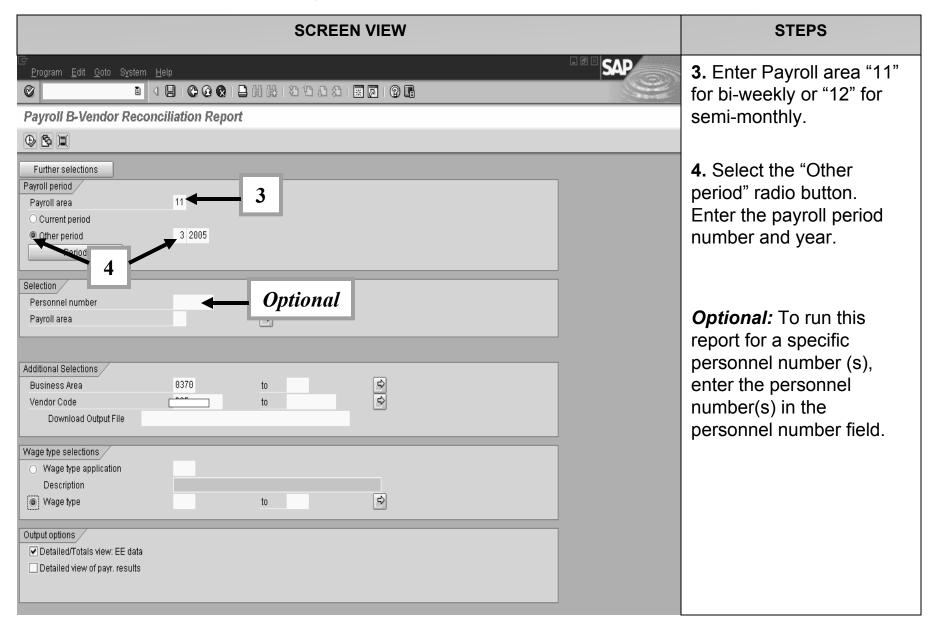




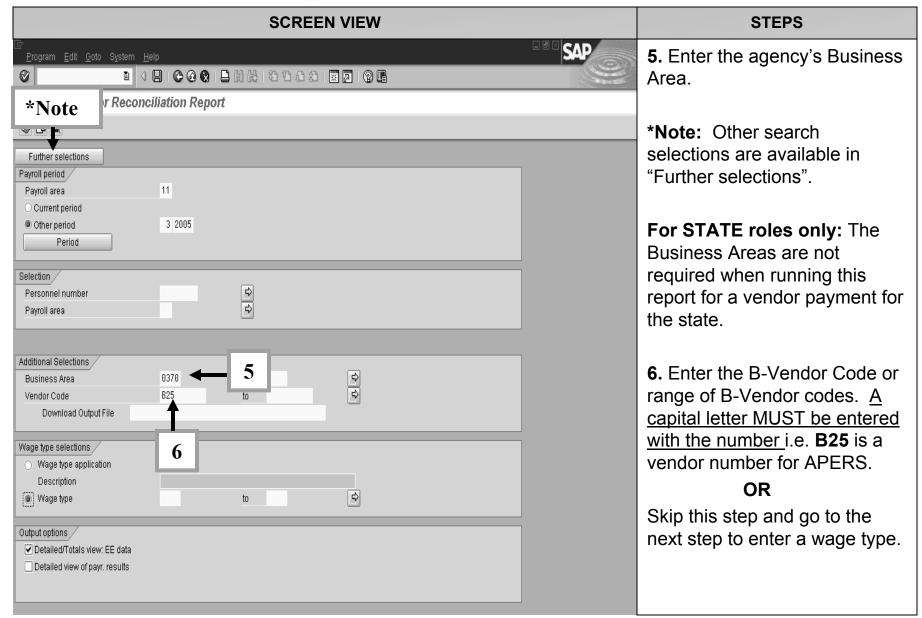




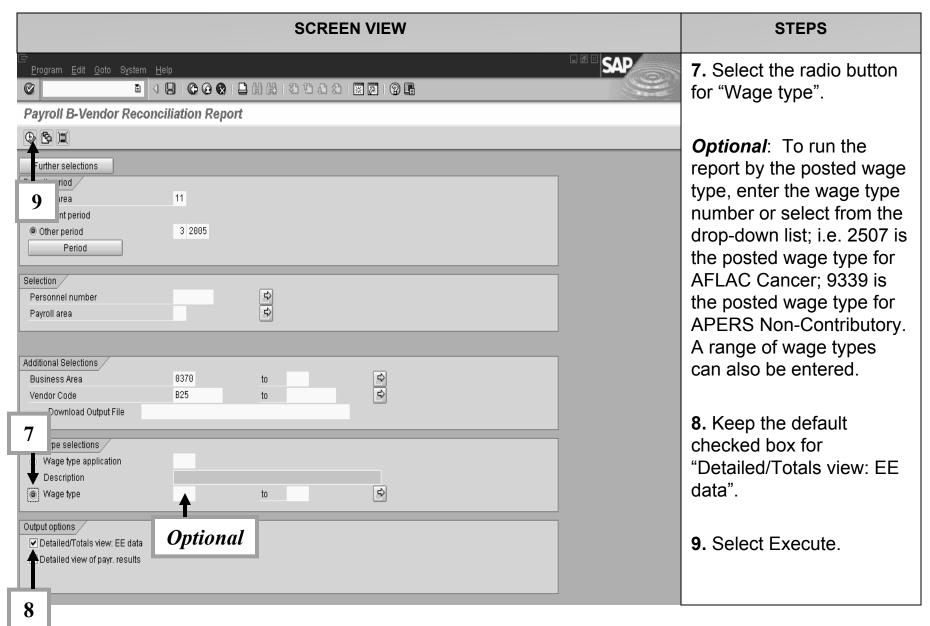




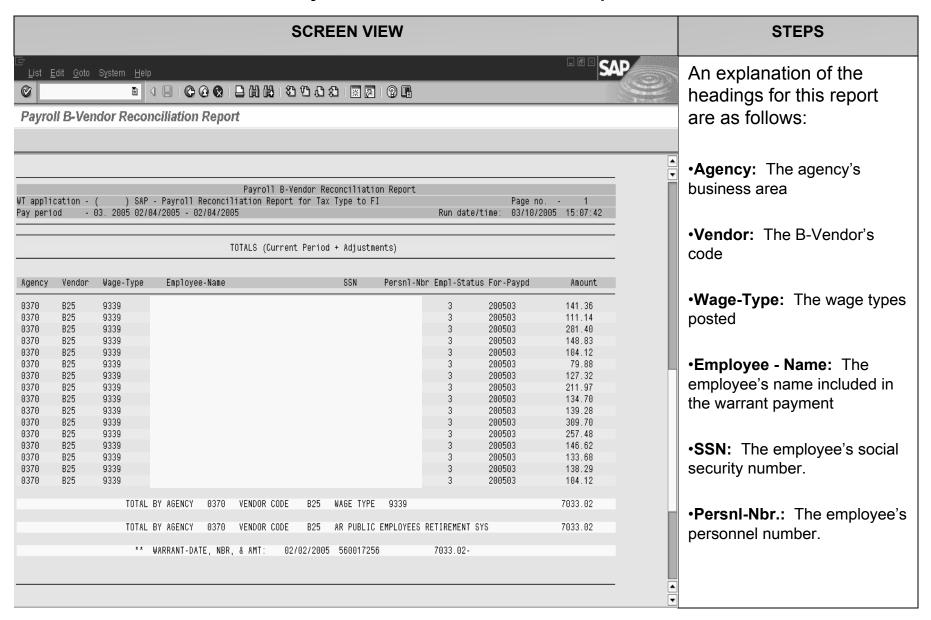




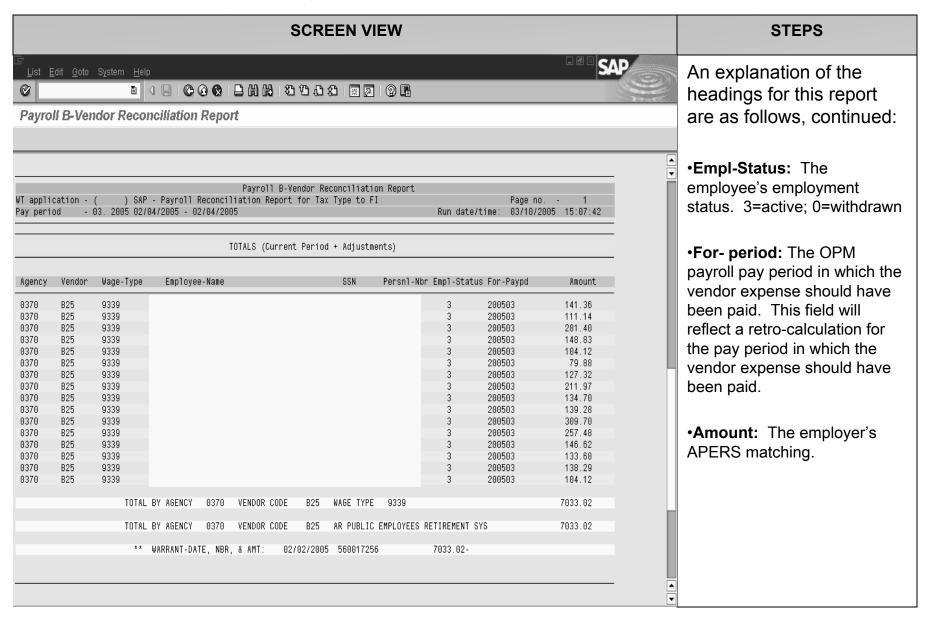




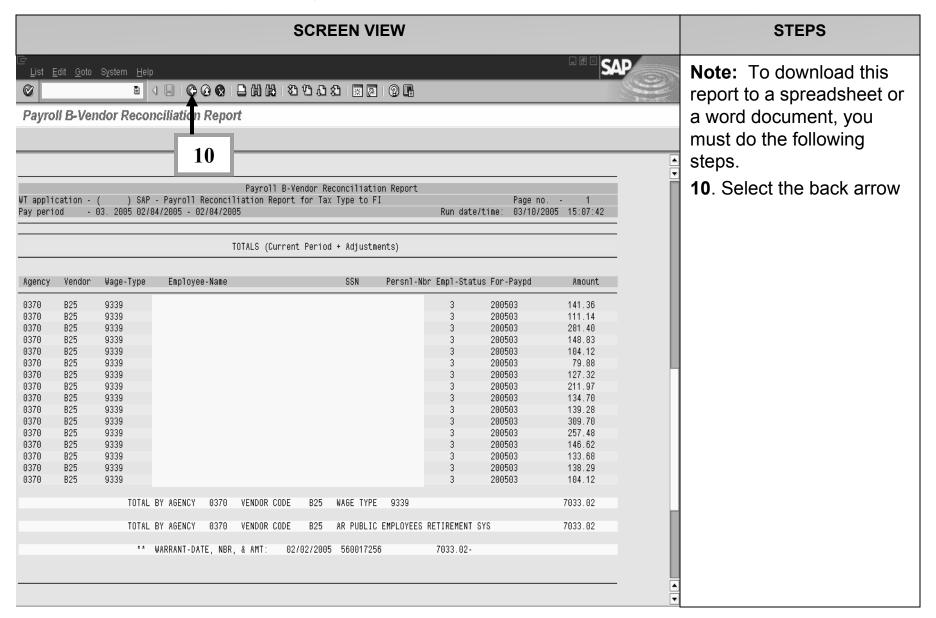




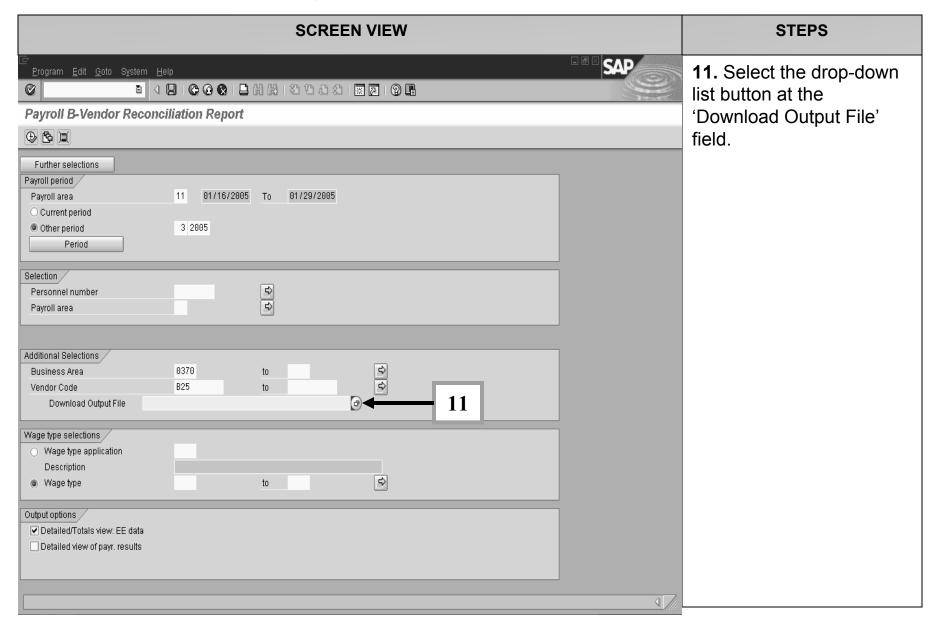




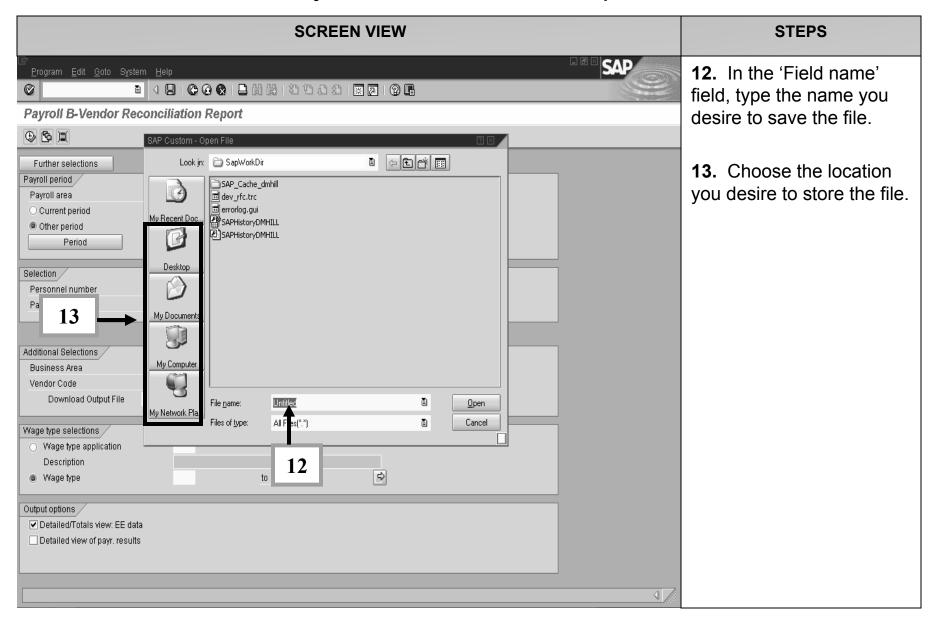




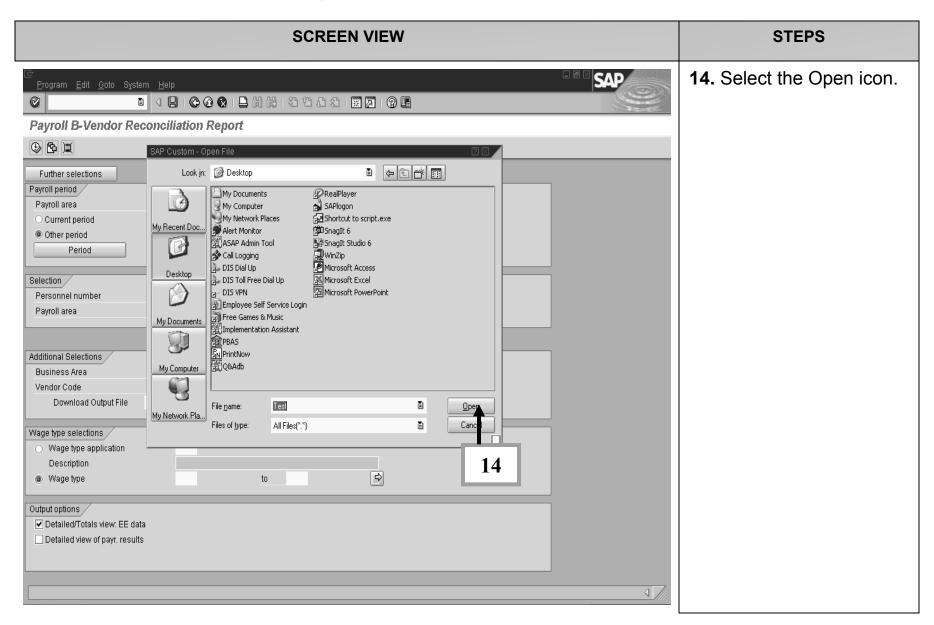




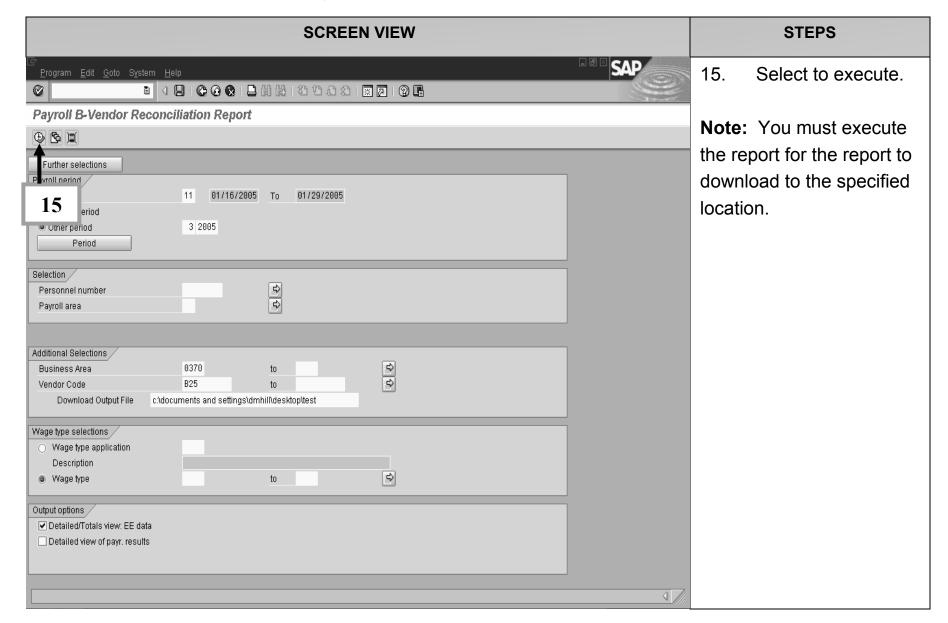




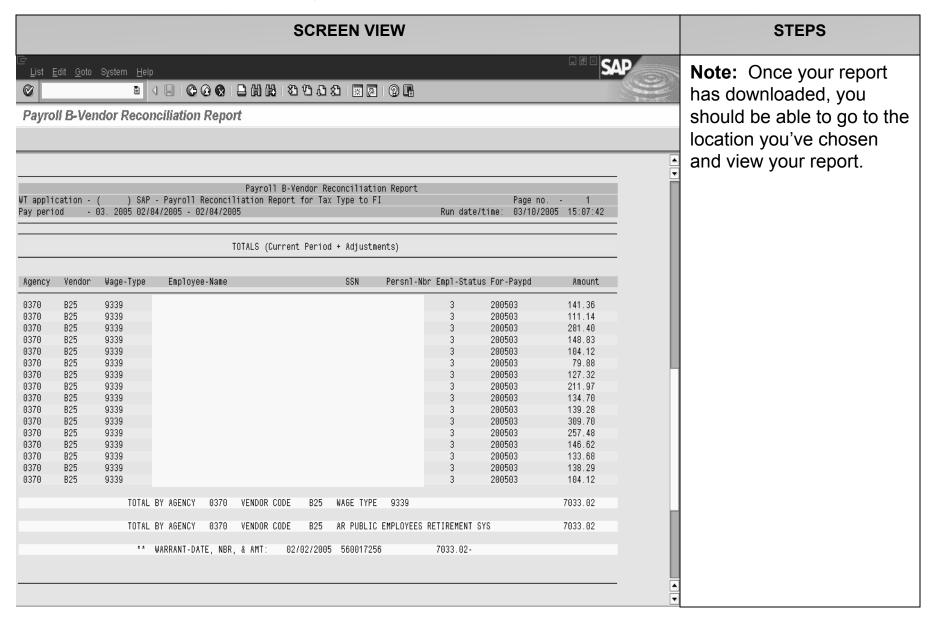




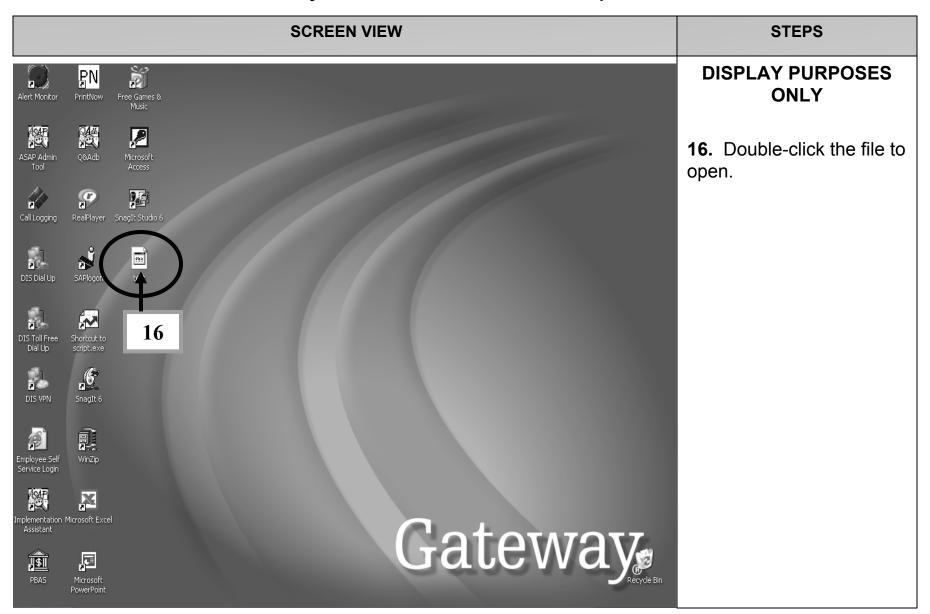




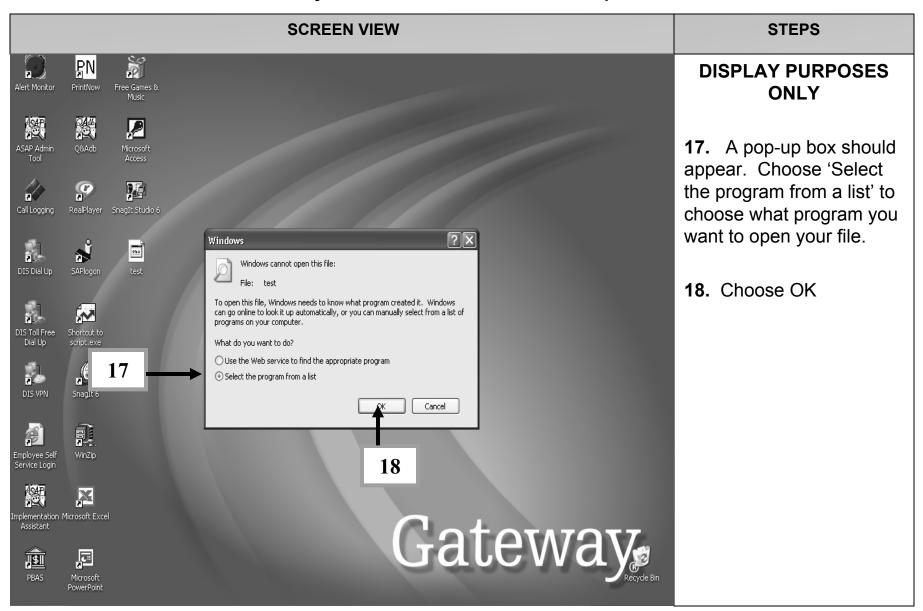






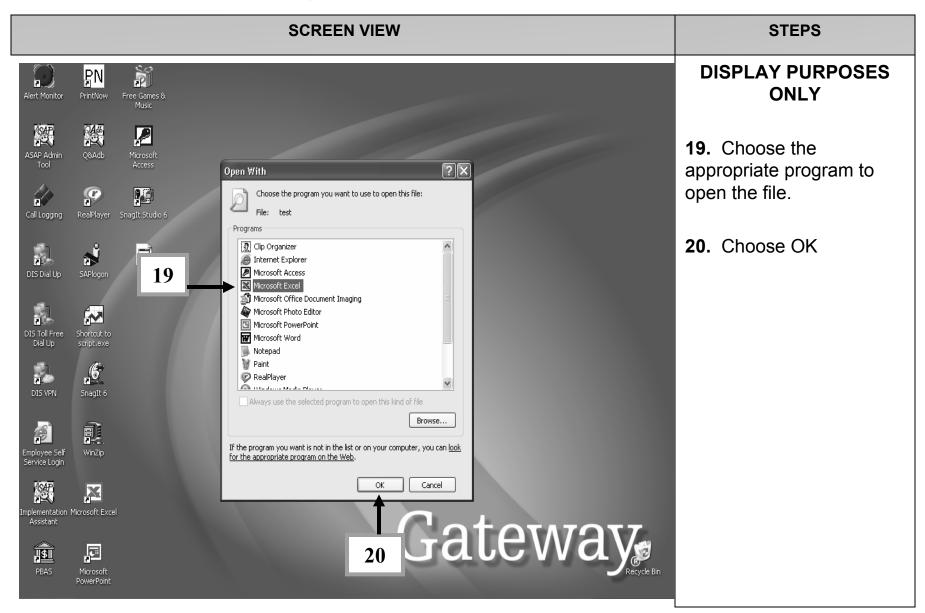




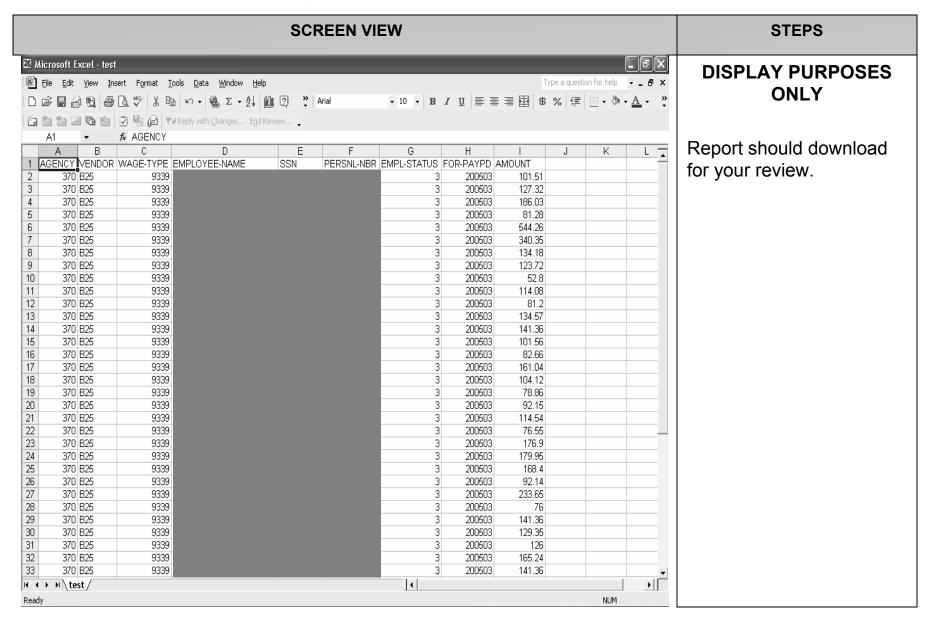


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#### THINGS TO KNOW

- The Display Actual Cost Line Items of Agency's Cost Element for Retirement Expense Report (KSB1) is used to verify the actual monies deposited by the agency to the Retirement Expense cost element which is 5010007000.
- If Agencies are reconciling the APERS report prior to May, 2002, you will need to use the KSB1 report to verify amounts for the Retirement Expense cost element.
- The FI Display All role has authorization to run this report. However, you will need the HR/FI Posting Specialist role to drill down into the report.
- Retro-calculations can be verified by looking at the Posting Date.



#### **Demonstration**

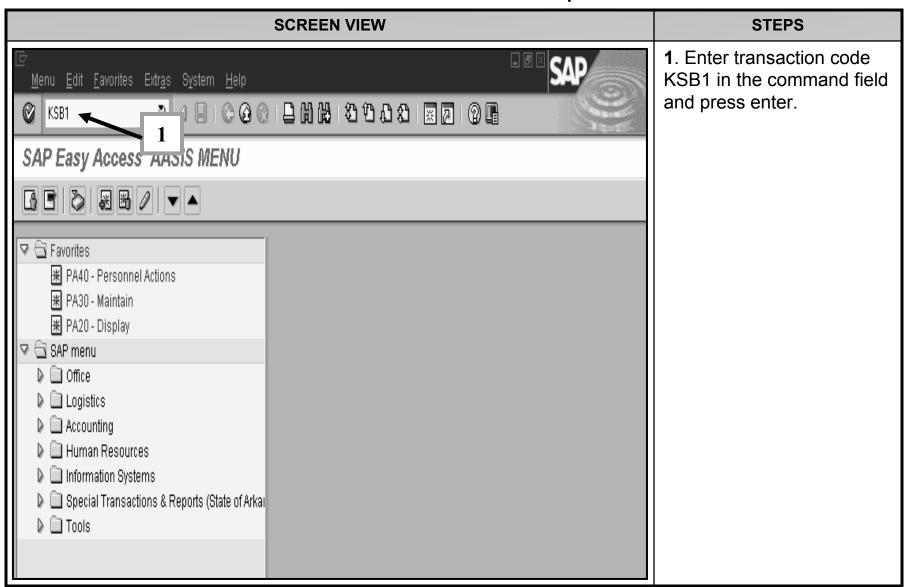
 Display Actual Cost Line Items of Agency's Cost Element for Retirement Expense

Transaction (KSB1)

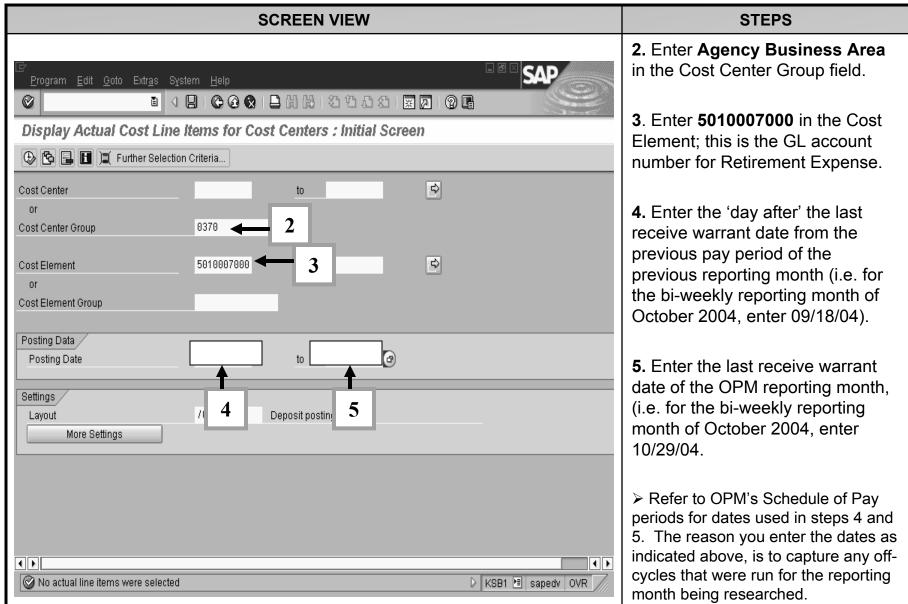
The role that has authorization to process this transaction is the FI Display All.





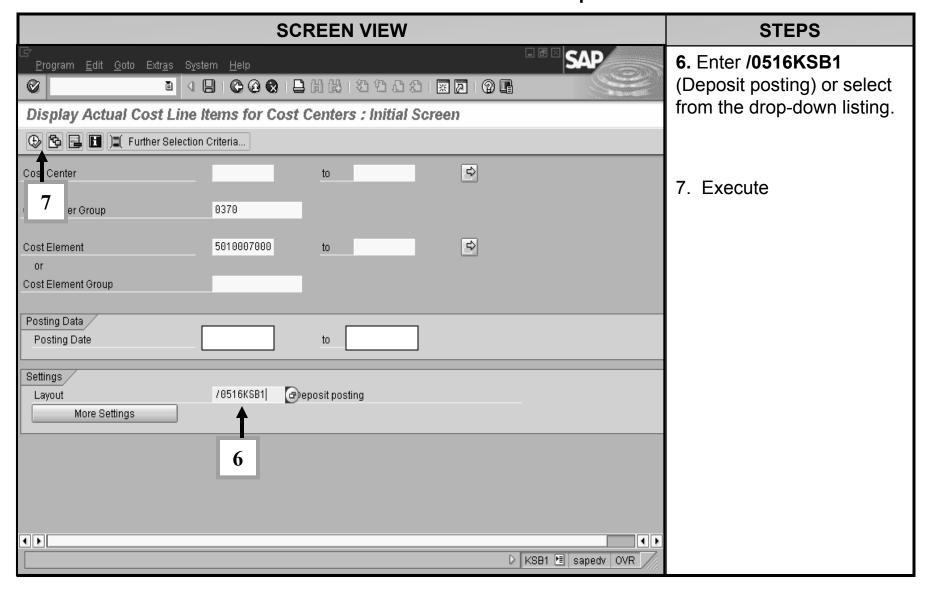




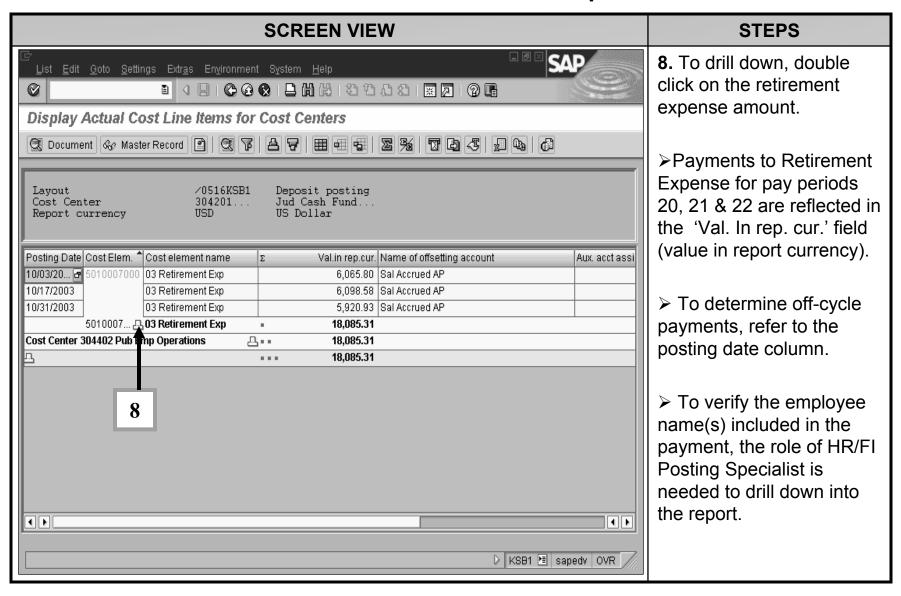


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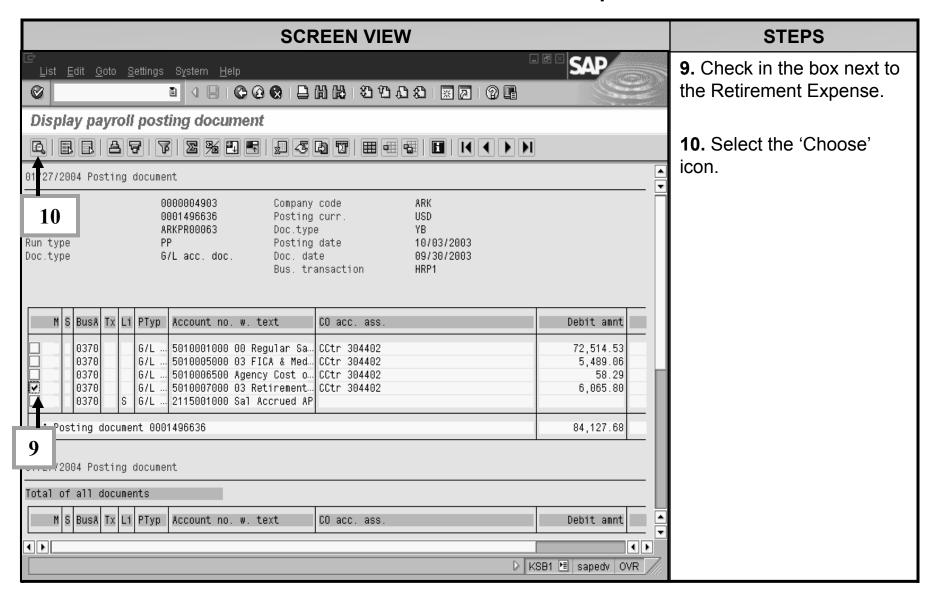




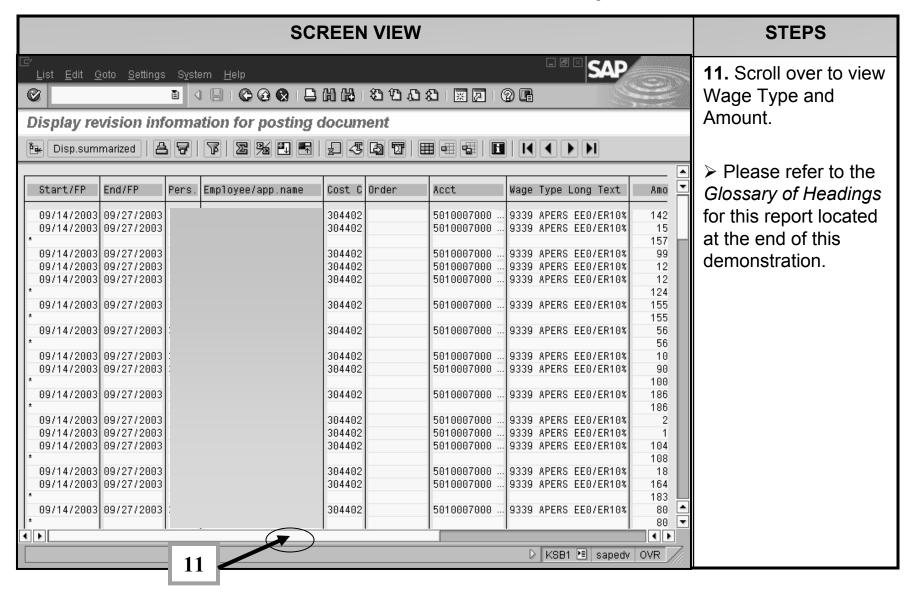




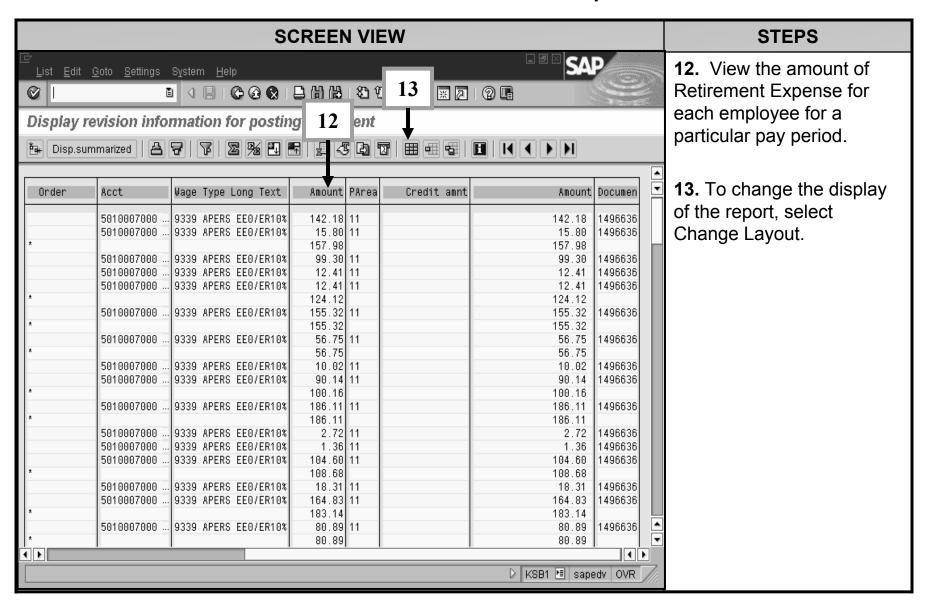




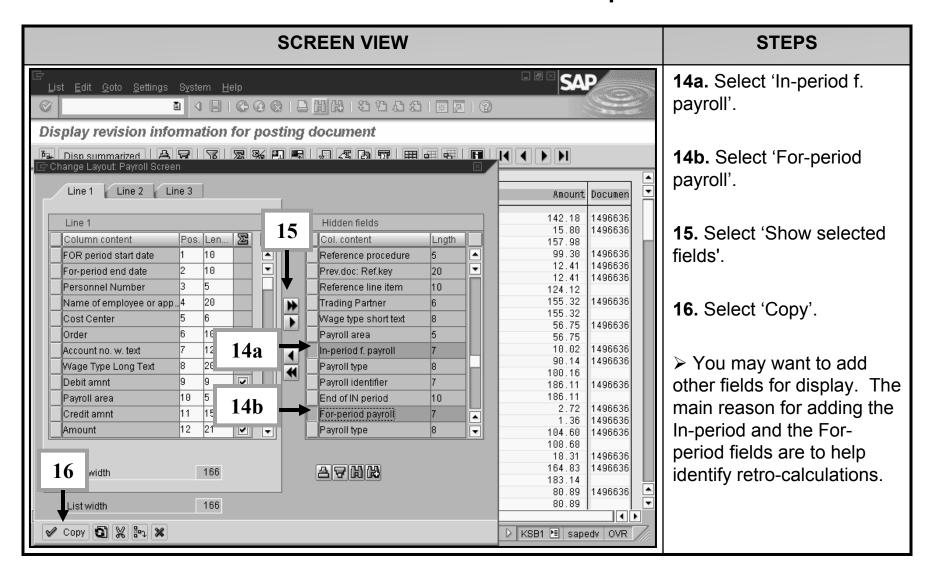




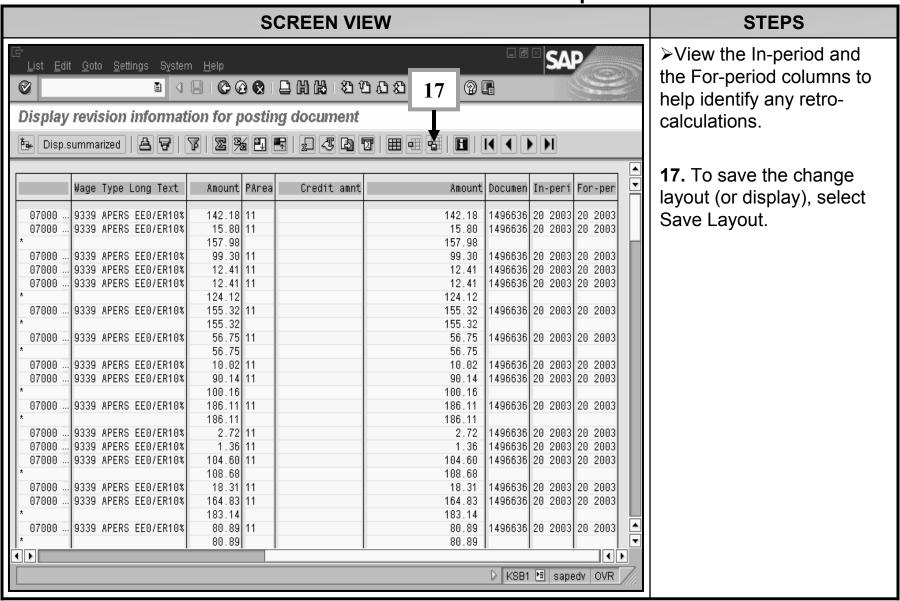




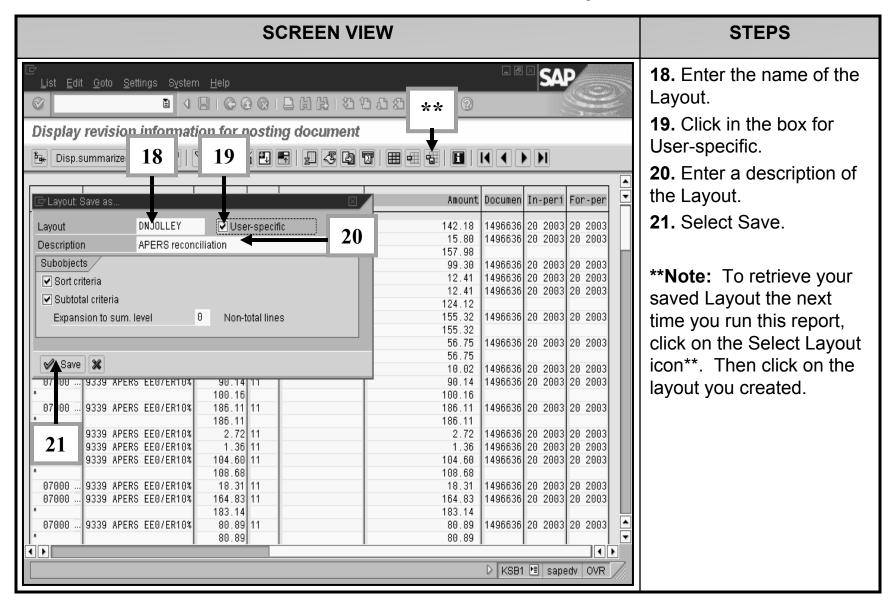




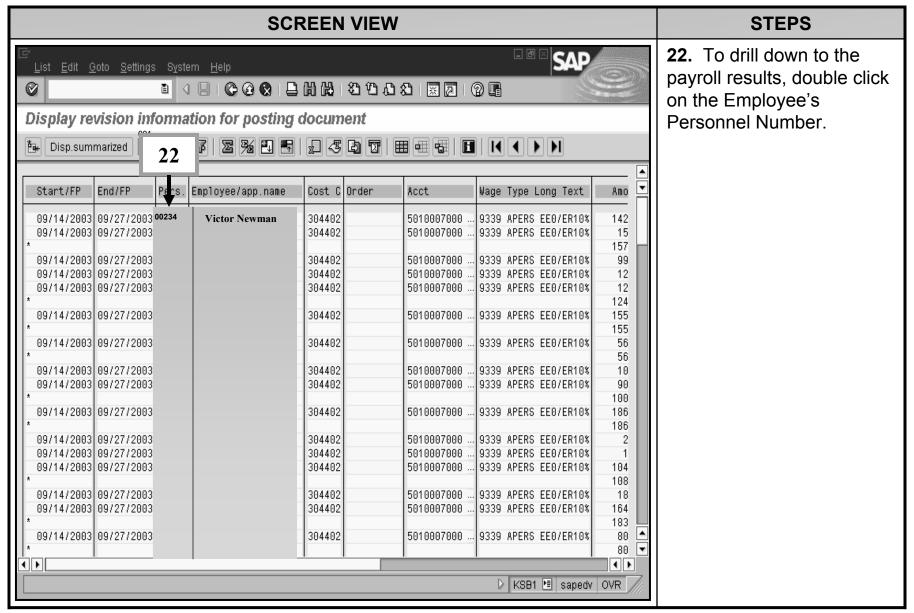




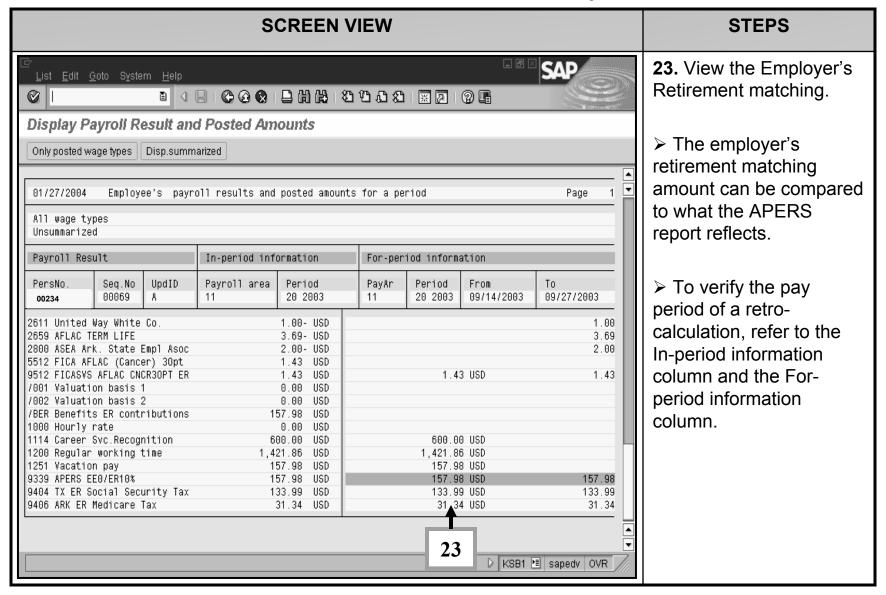




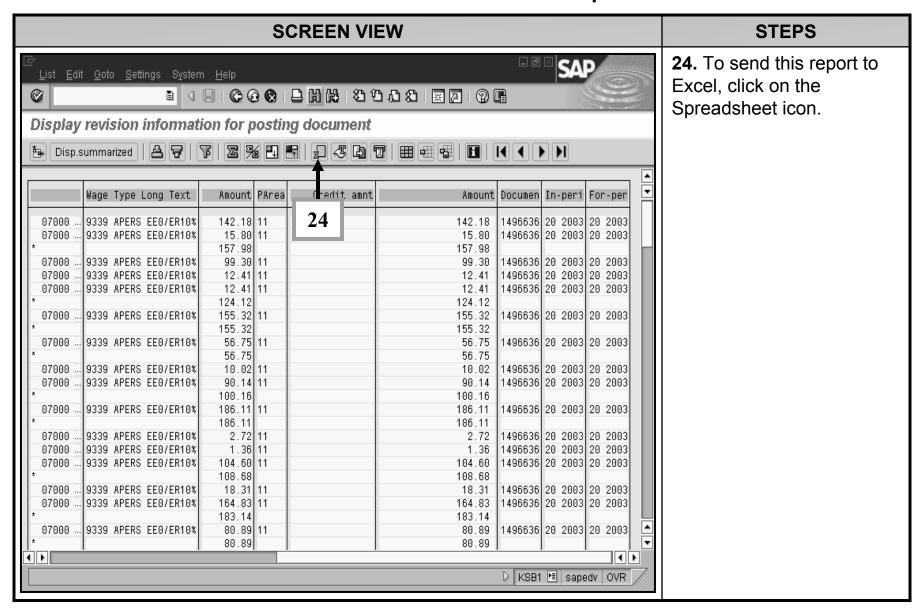






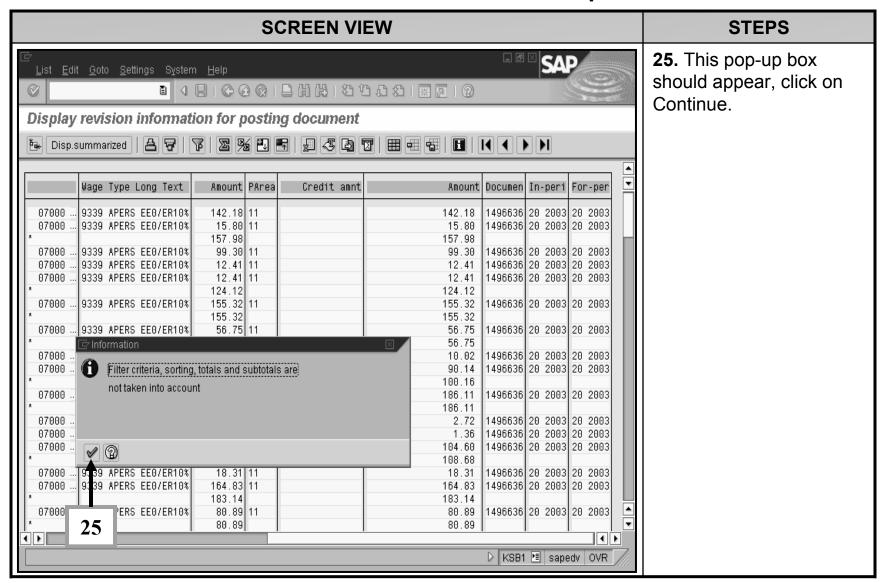




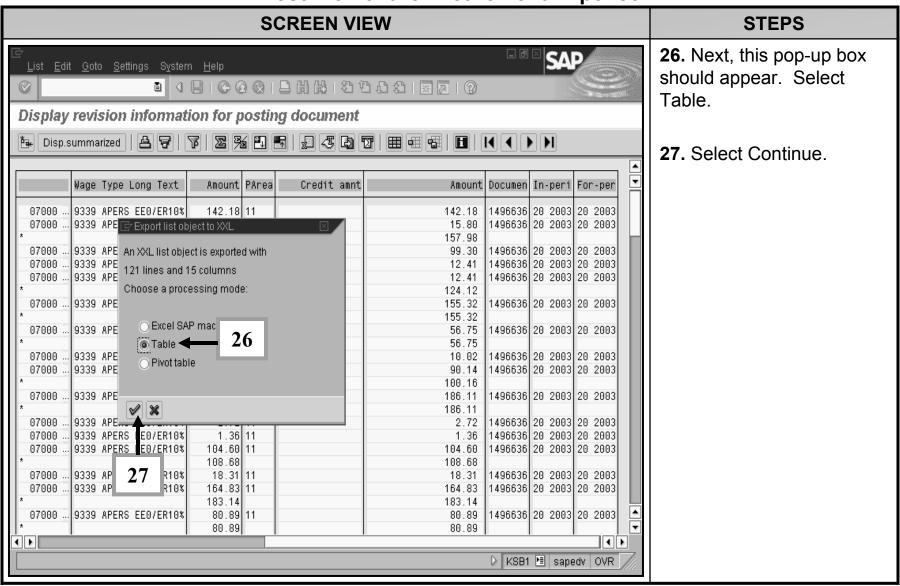


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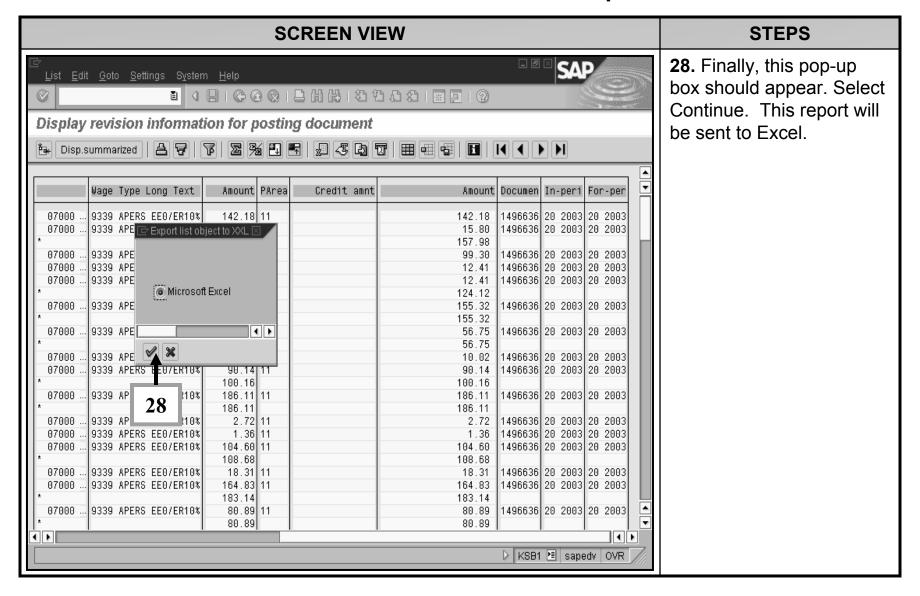














### Glossary of Headings for Display revision information for posting document

- **Start/FP:** The OPM payroll pay period begin date.
- End/FP: The OPM payroll pay period end date.
- **Pers.:** The employee's personnel number.
- **Employee/app. name:** The employee's name.
- **Cost C:** The cost center the retirement expense is being paid from.
- Order: The internal order the retirement expense is being paid from.
- Acct: The general ledger account number.
- **WageType Long Text:** The name of the wage type that determines the payment to the retirement expense.
- Amount: The amount debited to the Retirement Expense account.
- **PArea:** The payroll area.
- **Credit amnt:** The amount credited to the Retirement Expense account. There are two reasons for a credit amount:
  - 1. An FI error correction has been processed (i.e. to correct the cost center information).
  - 2. An HR master data correction has occurred (i.e. a retirement payment was made for an employee when the employee was not eligible. Therefore, the Retirement Plan was deleted).
- Amount: The amount of the retirement expense.
- **Document:** The CO document number for the retirement expense.
- **In-period:** The OPM payroll pay period in which the retirement expense was paid.
- **For-per:** The OPM payroll pay period in which the retirement expense should have been paid. This is the field that will reflect a retro-calculation for the pay period that the retirement expense should have been paid in.



### **Chapter 4**

Process Payments to APERS



#### THINGS TO KNOW

- Prior to processing payment in AASIS, the Agency MUST prepare and submit the APERS Purchase of Delinquent Service and Contributions for to APERS so that an accurate amount owed can be determined.
- The APERS Purchase of Delinquent Service should be returned to the agency with the employer matching amount due. Verification of the delinquent service amount owed can be made with APERS Member Service – 682-7879
- The Agency Payroll Systems Management role must use transaction PA30
  (Maintain HR Master Data), <u>Additional Payments Infotype 0015</u>. to process an employer matching one-time payment to APERS when an active employee's should have been enrolled in APERS or ASPRS in the prior fiscal year.
- This payment process can only be used for the prior fiscal year (i.e. current fiscal year 2005, prior fiscal year 2004).
- The Agency must certify funds in total for employer matching and interest amount owed. The agency will need to retain a copy of the letter for Legislative Audit purposes.



#### THINGS TO KNOW

- If the employee was terminated in the <u>current fiscal year</u>, payment is made through an Accounts Payable invoice.
- If the employee was terminated in the <u>prior fiscal year</u>, the agency must certify funds and appropriation in total for employer matching and interest amount owed. Then, the agency must process payment through an Accounts Payable invoice as a prior year expenditure.
- The process for enrollment in a closed fiscal year of two or more years from the current fiscal year is under revision. Please contact APERS for additional information.
- These payments are charged to commitment item 501:00:03.



#### **Demonstration**

 Process Employer Matching Payment to APERS for Prior Year Delinquent Service

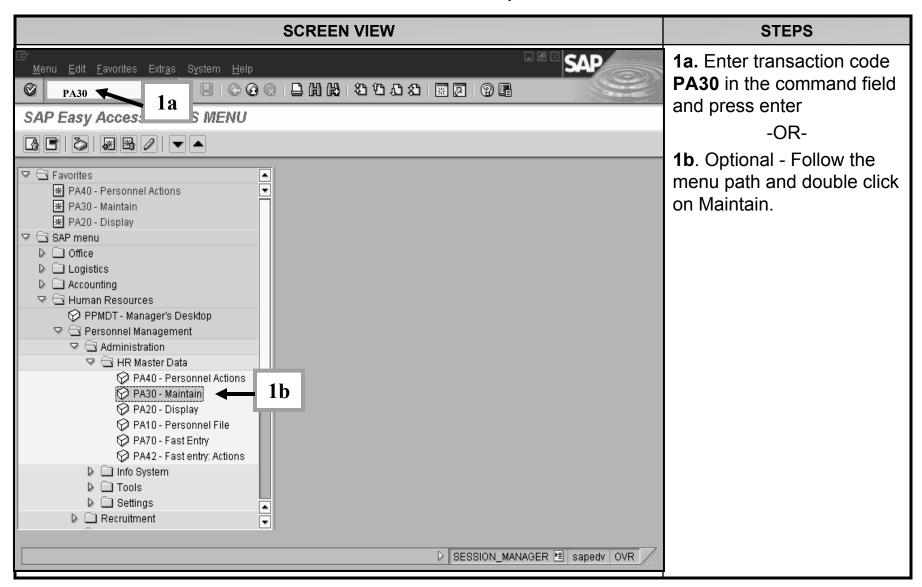
Human Resources > Personnel Management > Administration > HR Master Data > Maintain (PA30)

**Note:** The role that have authorization to process this transaction is the Agency Payroll Systems Management



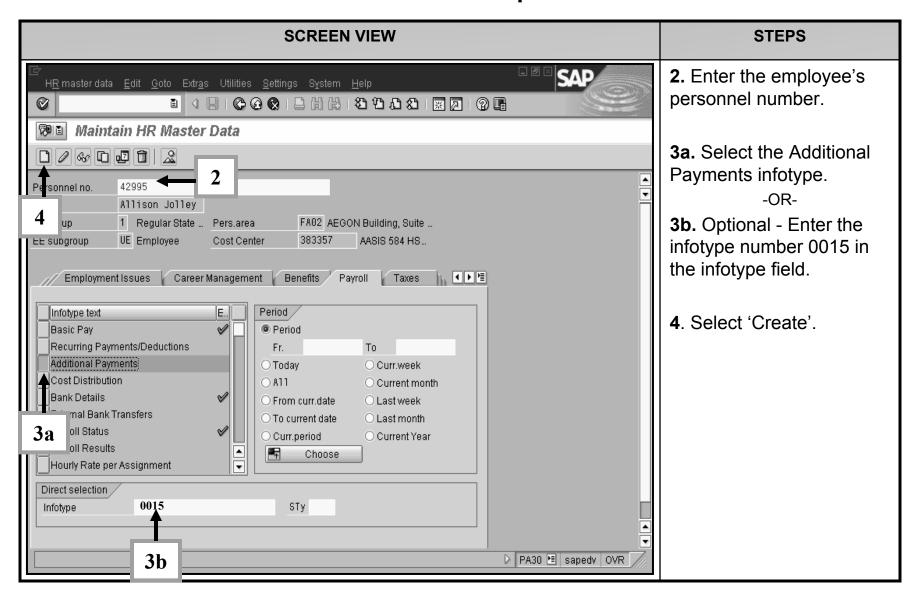


#### Process Employer Matching Payment to APERS for Prior Fiscal Year Delinquent Service



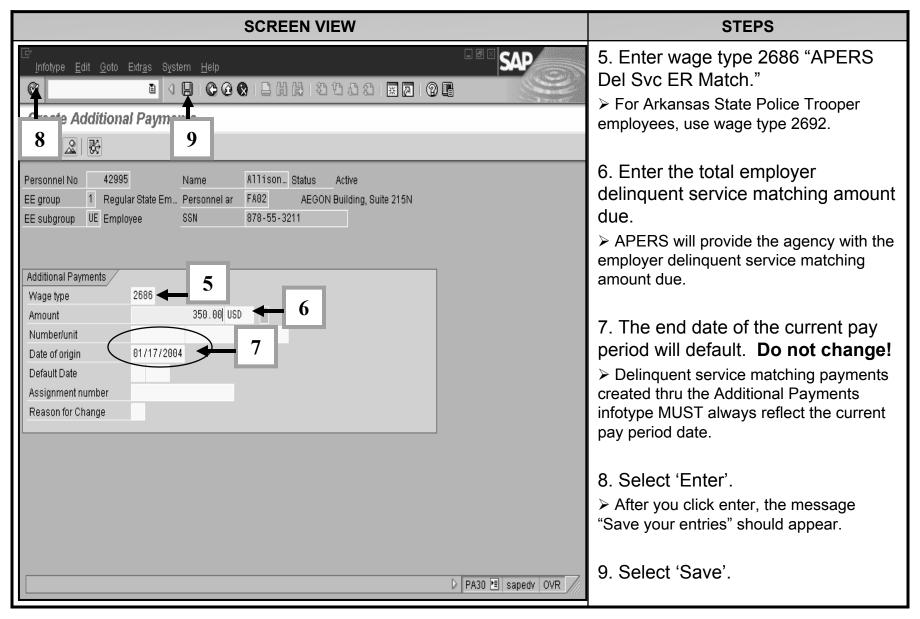


#### Process Employer Matching Payment to APERS for Prior Fiscal Year Delinquent Service





#### Process Employer Matching Payment to APERS for Prior Fiscal Year Delinquent Service





#### THINGS TO KNOW

- Prior to processing payment in AASIS, the Agency MUST prepare and submit the APERS Purchase of Delinquent Service and Contributions form to APERS so that an accurate amount owed can be determined.
- The APERS Purchase of Delinquent Service should be returned to the agency with the employer interest amount due. Verification of the delinquent service interest amount owed can be made with APERS Member Service – 682-7879.
- The Agency Payroll Systems Management role must use transaction PA30
  (Maintain HR Master Data), <u>Additional Payments Infotype 0015</u> to process an active employer interest one-time payment to APERS for an active employee that should have been enrolled in APERS.
- This payment process can only be used for current and/or prior fiscal year (i.e. current fiscal year 2007, prior fiscal year 2006).
- The agency must certify appropriation for commitment item 501:00:02 for the interest amount. The agency will need to retain documentation for Legislative Audit purposes.



#### THINGS TO KNOW

- If the employee was terminated in the <u>current fiscal year</u>, payment is made through an Accounts Payable invoice.
- If the employee was terminated in the <u>prior fiscal year,</u> the agency must certify funds and appropriation in total for employer matching and interest amount owed. Then, the agency must process payment through an Accounts Payable invoice as a prior year expenditure.
- The process for enrollment in a <u>closed fiscal year</u>, of two or more years from the current fiscal year is under revision. Please contact APERS for additional information.



#### **Demonstration**

 Process Employer Interest Payment to APERS for Delinquent Service

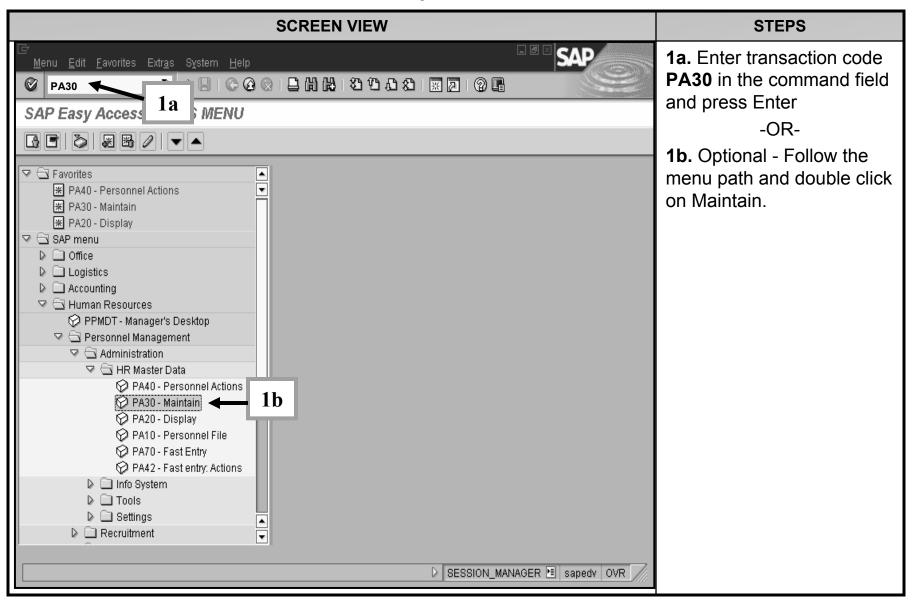
Human Resources > Personnel Management > Administration > HR Master Data > Maintain (PA30)

**Note:** The role that have authorization to process this transaction is the Agency Payroll Systems Management



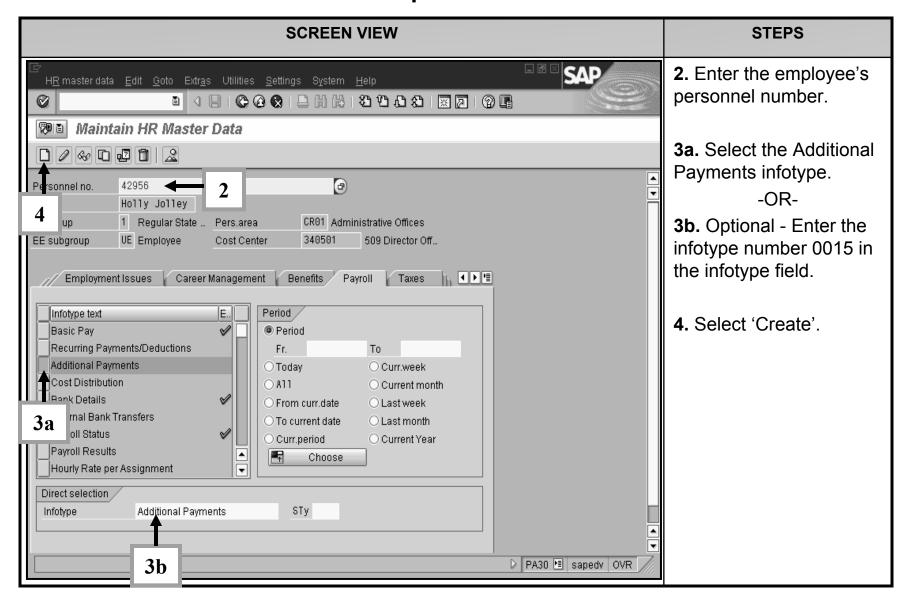


## Process Employer Interest Payment to APERS for Delinquent Service



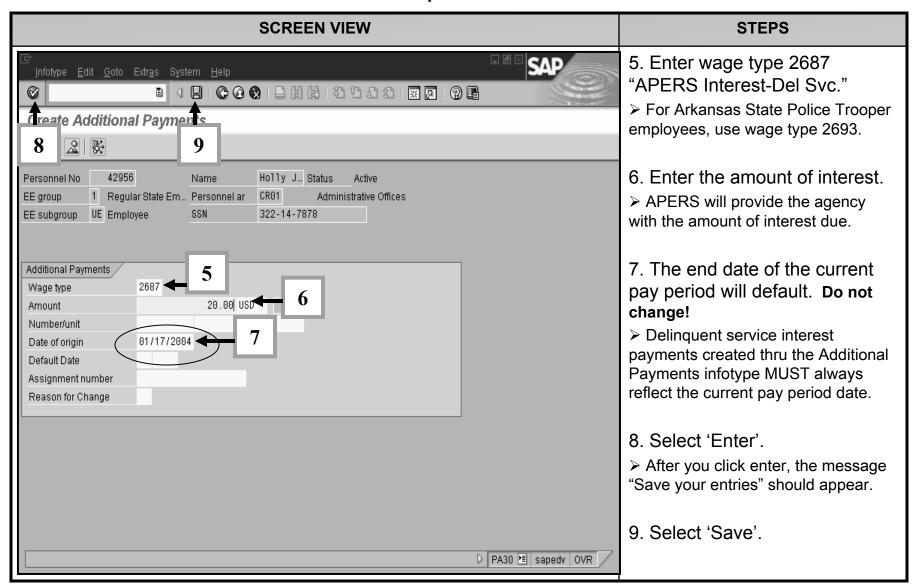


# Process Employer Interest Payment to APERS for Delinquent Service





### Process Employer Interest Payment to APERS for Delinquent Service





#### THINGS TO KNOW

- Prior to entering this transaction, the agency MUST prepare and submit the APERS Federal Veterans Re-employment Rights Military Service Credit form to APERS along with the employee's discharge papers (Form DD214). This is necessary so an accurate amount owed can be determined by APERS
- The Agency Payroll Systems Management role must use transaction PA30 (Maintain HR Master Data), <u>Additional Payments Infotype 0015</u> to make an employer one-time payment to APERS when the employee has returned from extended military leave without pay.
- These payments are charged to commitment item 501:00:03.



#### **Demonstration**

 Process Employer Matching Payment to APERS for Employee Returning From Extended Military LWOP

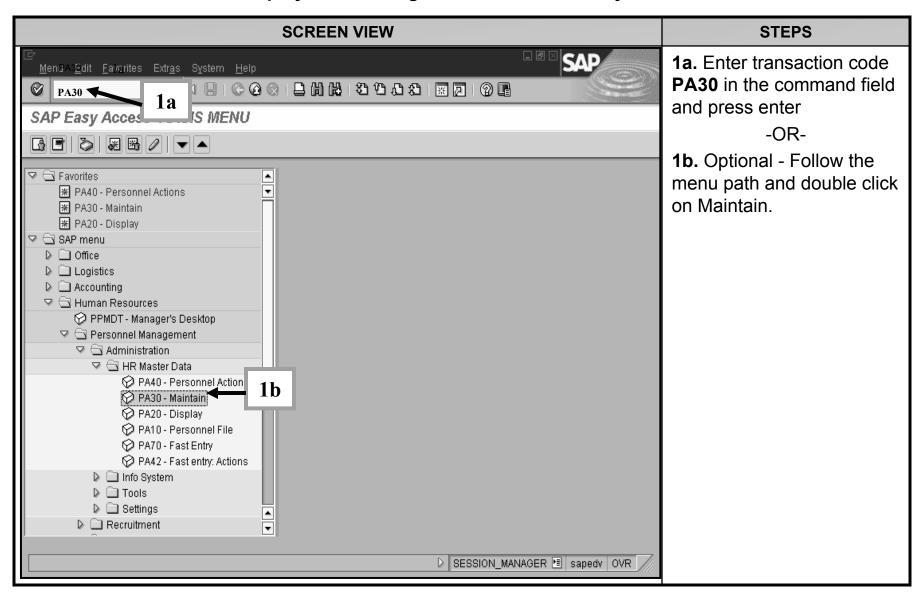
Human Resources > Personnel Management > Administration > HR Master Data > Maintain (PA30)

The role that has authorization to process this transaction is the **Agency/CLJ Payroll Systems Management**.



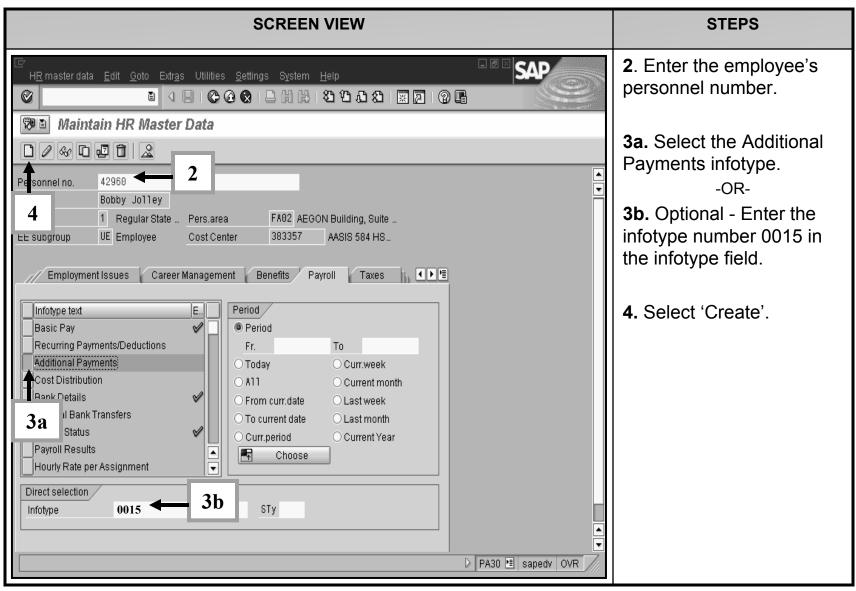


#### Process Employer Matching Payment to APERS for Employee Returning from Extended Military LWOP





# Process Employer Matching Payment to APERS for Employee Returning from Extended Military LWOP





### Process Employer Matching Payment to APERS for Employee Returning from Extended Military LWOP

